

29 May 2000

**Organization and Mission - General**  
**ORGANIZATION OF CIVIL AIR PATROL**

This regulation establishes the organization structure of Civil Air Patrol (CAP) and position descriptions at all levels. It applies to all CAP units. **Note: Shaded areas identify new or revised material.**

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## PART I- ORGANIZATION OF CIVIL AIR PATROL

### Section A- General

**1. Civil Air Patrol, A Corporation.** Civil Air Patrol (CAP) was established 1 December 1941 and is a private, nonprofit corporation of a benevolent character, incorporated by the United States Congress on 1 July 1946 (36 USC 40301-40307). It functions in accordance with its Constitution and Bylaws, regulations, and other directives approved by the National Board and National Executive Committee (NEC) and issued by the Executive Director.

**2. Objects and Purposes.** The objects and purposes of CAP, as contained in Article VI of its Constitution, are to:

- a. Provide an organization to encourage and aid American citizens in the contribution of their efforts, services, and resources in the development of aviation and in the maintenance of aerospace supremacy.
- b. Encourage and develop by example the voluntary contribution of private citizens to the public welfare.
- c. Provide aviation and aerospace education and training especially to its senior and cadet members.
- d. Encourage and foster civil aviation in local communities.
- e. Provide an organization of private citizens with adequate facilities to assist in meeting local and national emergencies.

**3. Organizational Structure.** Civil Air Patrol's organizational structure at all levels follows the basic organizational concepts in this regulation. However, there may be situations where wings/units need to realign organizational elements to fit unique mission requirements. In these cases region commanders may approve deviations to improve efficiency.

a. Position descriptions at all echelons (region, wing, group, and squadron) are so similar that the same position description applies to all levels, unless otherwise indicated. Short, telegraphic sentences in the position descriptions give a broad picture of the duties of each position. The tasks listed are described in detail in other CAP directives. All phases of each functional area have been covered in each position description even though some units may not have a need for every task. Local units are authorized and encouraged to develop more detailed position descriptions to fit individual unit situations.

b. Each unit commander should develop and post an organizational chart at headquarters, depicting the name and grade of the incumbent of each position and the specific duties of each so unit personnel know their responsibilities and their chain of command. In smaller units, it may be necessary that more than one position be filled by the same member; however, someone should be responsible for each task outlined in the position description so the entire unit is aware of who is responsible for which duties.

**4. CAP, is an Auxiliary of the U.S. Air Force.** In 1943 CAP began as an auxiliary of the Army Air Corps and later continued with the Army Air Force. The Congress codified that status declaring CAP as the official Auxiliary of the newly created United States Air Force on 26 May 1948 by a law frequently referred to as the CAP Supply Bill (10 USC 9441). CAP and its members are an instrumentality of the United States for the purpose of civil liability while performing authorized missions for the U.S. Air Force (P.L. 96-342, 8 September 1980, amending 10 USC 9441).

### Section B- Corporate Organization at National Level

**5. National Organization.** This section describes the corporate organization of CAP at the National level. The overall organization of CAP, the CAP National Headquarters and Liaison Structure as well as the Civil Air Patrol-United States Air Force (CAP-USAF) structure is depicted in figure 1.

**6. The National Board.** The National Board is the governing body of CAP. The National Board consists of the:

- a. National Commander
- b. Senior Air Force Advisor (CAP-USAF/CC)
- c. National Vice Commander
- d. National Chief of Staff
- e. National Legal Officer
- f. National Finance Officer
- g. National Controller
- h. Region Commanders
- i. Wing Commanders

**7. The National Executive Committee.** When the National Board is not in session, the NEC is vested with all the powers of the National Board except amending the Constitution and Bylaws and electing the National Commander and National Vice Commander. The NEC consists of all members of the National Board except the wing commanders.

### 8. The National Headquarters.

a. The National Headquarters consists of the Executive Director, his/her staff, and the CAP-USAF Commander and his/her staff. See figure 2 for organization.

b. The Executive Director is hired by the CAP Corporation to administer the day-to-day activities of Civil Air Patrol and issue rules, regulations, and other directives in accordance with the resolutions of the National Board and the NEC. He/she is also responsible for all employment and management decisions associated with the paid, professional staff employed to assist him in discharging these responsibilities. In this office he/she acts as the chief executive officer of CAP.

c. The Commander, CAP-USAF, commands all civil service and active duty members of the U.S. Air Force who are assigned to CAP-USAF (including USAF personnel at the region liaison offices) to provide advice, liaison and oversight to Civil Air Patrol. See figure 3 for CAP-USAF organization.

**9. National Committees.** National committees are appointed by and function under the direction of the National Commander. These committees are advisory in nature and have no command or directive authority.

### **Section C- The Civil Air Patrol-United States Air Force Liaison Organization.**

**10. Authority.** Congress enacted Public Law 557, 80<sup>th</sup> Congress (10 USC 9441) authorizing the Secretary of the Air Force to establish, maintain, supply and equip liaison officers of the Air Force at the National, state and territorial headquarters, and at no more than eight region headquarters of the CAP, and to detail and assign military and civilian personnel of the Air Force to such offices.

#### **11. The Liaison Structure:**

a. At the National level the Air Force liaison office is known as Headquarters, Civil Air Patrol-United States Air Force (HQ CAP-USAF). In the chain of command, HQ CAP-USAF is responsible to the Commander, Air University, who is responsible to Headquarters, Air Education and Training Command.

b. At the region level the Air Force liaison office is known as the CAP-USAF Liaison Region (CAP-USAF LR). This office provides advice and assistance to the CAP region commander and staff. In the chain of command, this office is responsible to the Commander, CAP-USAF.

c. At the wing level the liaison office is known as the CAP Liaison Office (CAP LO). This office provides advice and assistance to the CAP wing commander and staff and acts as Air Force oversight. These individuals are Air Force retirees, screened by the Air Force, but hired by the Corporation to serve in this capacity. Although they are corporate employees, working for the Executive Director, they have an oversight responsibility for the Air Force and work very closely with the CAP wing commander to determine necessary taskings.

### **Section D- Command Responsibilities**

**12. Chain of Command.** CAP commanders operate through the following chain of command in the order shown below and illustrated in figure 4.

- a. National Commander
- b. Region Commander
- c. Wing Commander
- d. Group Commander
- e. Squadron Commander
- f. Flight Commander

**13. Commander Appointments and Command Authority.** The National Board elects the National Commander and National Vice Commander. Remaining commanders are appointed as outlined below.

a. Region commanders are appointed by the National Commander and have command authority over all CAP units and members within their respective regions. As members of the NEC, they are the senior corporate officers for their regions and exercise authority as such.

b. Wing commanders are appointed by the region commanders and have command authority over all CAP units, and members within their respective wings. When it is necessary to appoint a new wing commander, the region commander will first consult with the National Commander and then notify National Headquarters/DP so the appointment can be announced in published personnel actions. The region commander is also responsible for notifying the wing commanders concerned (both the new commander and the commander being replaced).

c. The wing commander appoints group, squadron, and flight commanders. Wing commanders may delegate to group commanders the authority to appoint squadron and flight commanders.

d. Chaplains are not eligible for appointment as commanders.

#### **14. Discharge of Responsibilities:**

a. Unit commanders are responsible for compliance with all directives from higher headquarters. They are authorized a staff to assist in the accomplishment of the various assigned tasks and should delegate appropriate authority to staff members in discharging the unit's mission. Commanders retain full responsibility for the actions of their staff.

b. Commanders must ensure that all members of their staff understand the chain of command, that is, who they report to and who reports to them. Individuals should have only one supervisor.

**15. Command Authority during Temporary Absence of Commanders.** During the temporary absence of a commander, the vice/deputy commander or the chief of staff, in that order, will act as temporary commander.

### **Section E- Corporate Field Organization**

**16. Regions.** The United States is divided geographically into areas known as regions. Their composite boundaries include all the CAP wings. These regions are not constituted as separate legal entities. Each region is known by the geographical locale of the United States it encompasses. The CAP regions and the wings that comprise them are depicted in figure 5.

**17. Wings.** There are 52 wings in CAP, one for each state, the District of Columbia (which embraces the Washington, D.C. area), and Puerto Rico. A wing is comprised of the wing headquarters and all units within its geographical boundaries unless otherwise prescribed.

**18. Groups.** Wing commanders may form groups when the wing geographical area or the number of units in the wing is too large to permit the wing commander to exercise effective supervision directly over squadrons and

flights. A group will not be formed unless a minimum of five squadrons is placed under its control or unless extenuating circumstances, such as long distances, prevail. The need for groups will be at the discretion of the wing commander. Wing commanders will deactivate or redesignate existing groups that do not meet the above criteria. Both National and region headquarters will be notified of any change in group structures.

**19. Squadrons.** The squadron is the community-level organization of CAP. Wing commanders may activate squadrons whenever there is a minimum of 15 members of the unit, three of whom must be senior members. Whenever the membership drops below these minimums, the wing commander will deactivate the squadron or redesignate it as a flight. The designation of each squadron will indicate whether it is a:

- a. **Senior Squadron.** Comprised entirely of senior members.
- b. **Cadet Squadron.** Comprised primarily of cadets with a minimum of three senior members to meet supervisory, administrative, and training requirements in the conduct of cadet programs.
- c. **Composite Squadron.** Comprised of both senior and cadet members, conducting both senior and cadet programs.

**20. Flights.** The flight is the smallest CAP membership unit authorized and must contain a minimum of eight members, three of whom must be seniors. Flights should be organized only in sparsely populated areas where there are an insufficient number of individuals to constitute a squadron.

- a. A flight may be assigned either to a squadron, group, or wing at the discretion of the wing commander concerned.
- b. If the membership drops below the minimum membership required, the flight will be deactivated. If

the membership increases to the minimum required for a squadron, the wing commander will redesignate the flight as a squadron.

- c. Flights will use organizational charts established for a squadron of less than 50 senior members as a guide in establishing the unit.

## **Section F- Organization and Manning of CAP Units**

CAPR 20-3 sets forth the procedures for activating, deactivating, and redesignating CAP units.

### **21. Field Organization:**

a. Headquarters organizational structures for each level of command throughout CAP are depicted in part II. This basic organizational structure has been determined to be the most workable structure for all CAP units, and deviations are not authorized, except to expand particular staff elements as required to accomplish the unit's mission.

b. Each unit commander should develop and post a unit organizational chart indicating the name and grade of the member filling each position. In smaller units, one person may fill more than one position; however, someone should be responsible for each task outlined in each position description so the entire unit is aware of who is responsible for which duties.

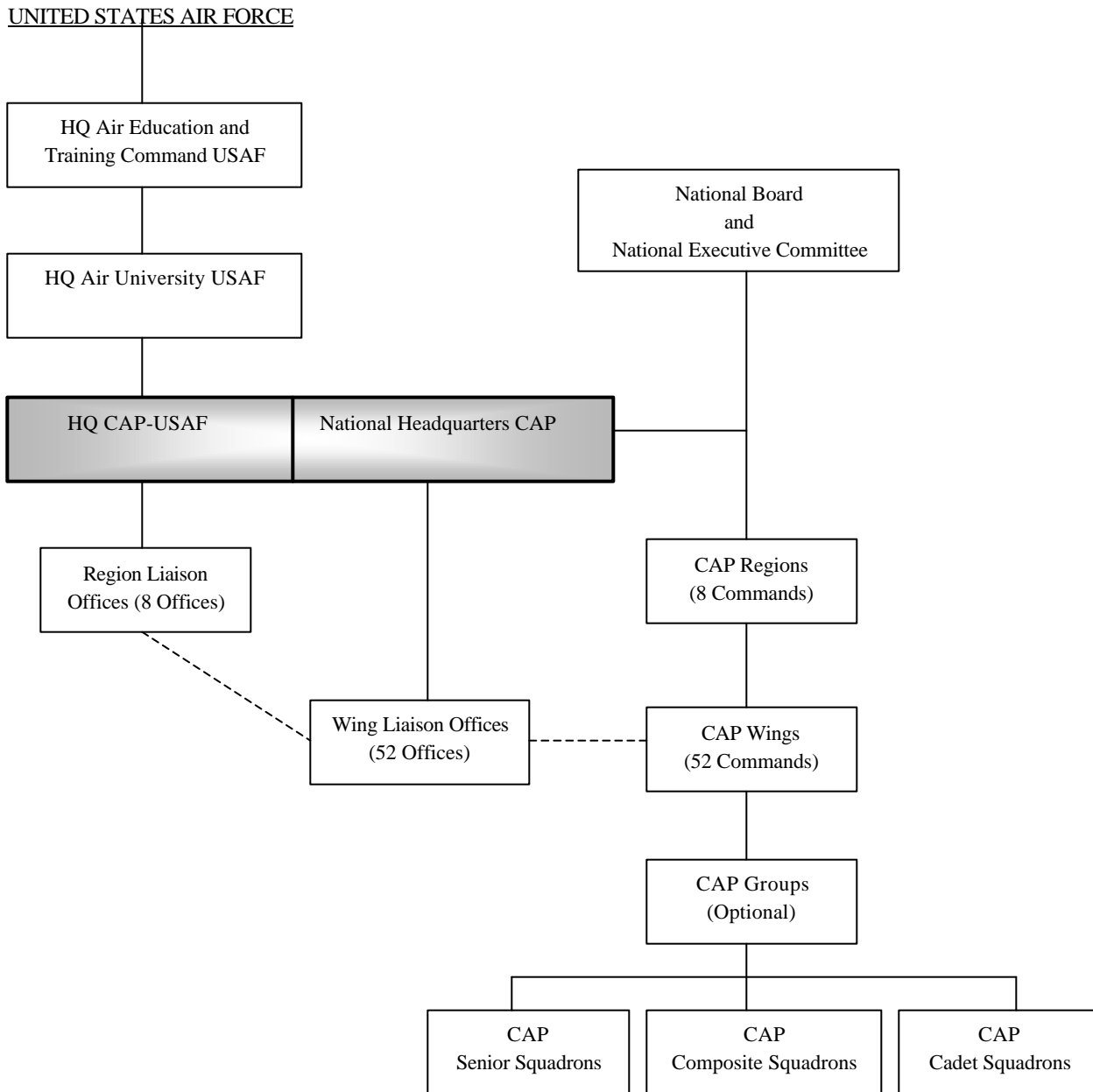
### **22. Commander Grade Allocations:**

<u>Position</u>	<u>Grade—Not to Exceed*</u>
Region Commander	Colonel
Region Vice Commander	Colonel
Wing Commander	Colonel
Group Commander	Lt Col
Squadron Commander	Lt Col

\*Unless higher grade earned when holding previous position.

## **SUMMARY OF CHANGES**

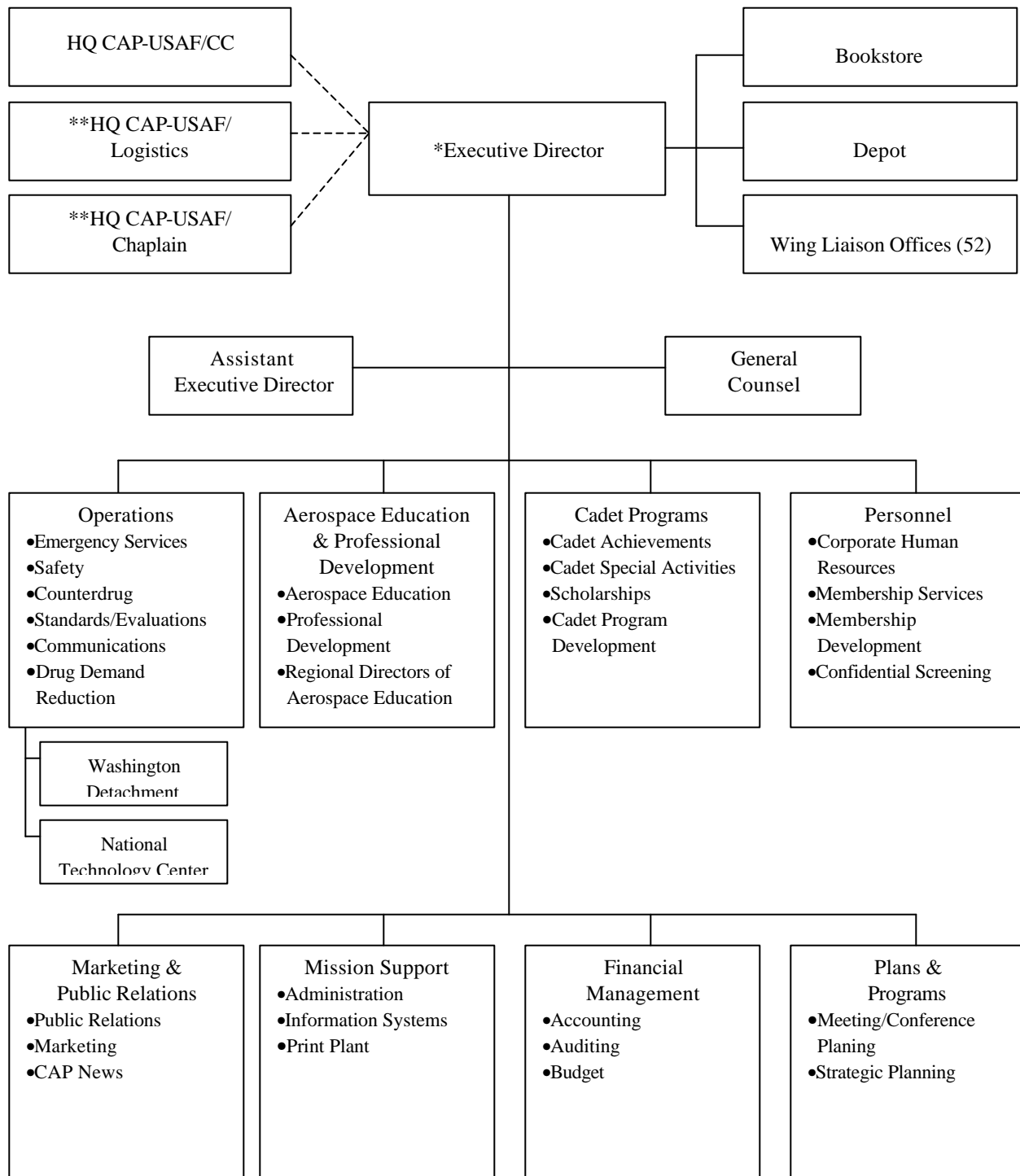
This revision is a general update that includes the changes in the organization of CAP-USAF and Civil Air Patrol due to the reorganization, and updates the duties and responsibilities of each position description.

**Figure 1 - Civil Air Patrol Organizational Chart**

NOTE: Air Force personnel operate the organization on the left, Civil Air Patrol volunteers operate the organization on the right. A paid, professional staff runs the National Headquarters. Two Air Force directorates perform in a dual capacity.

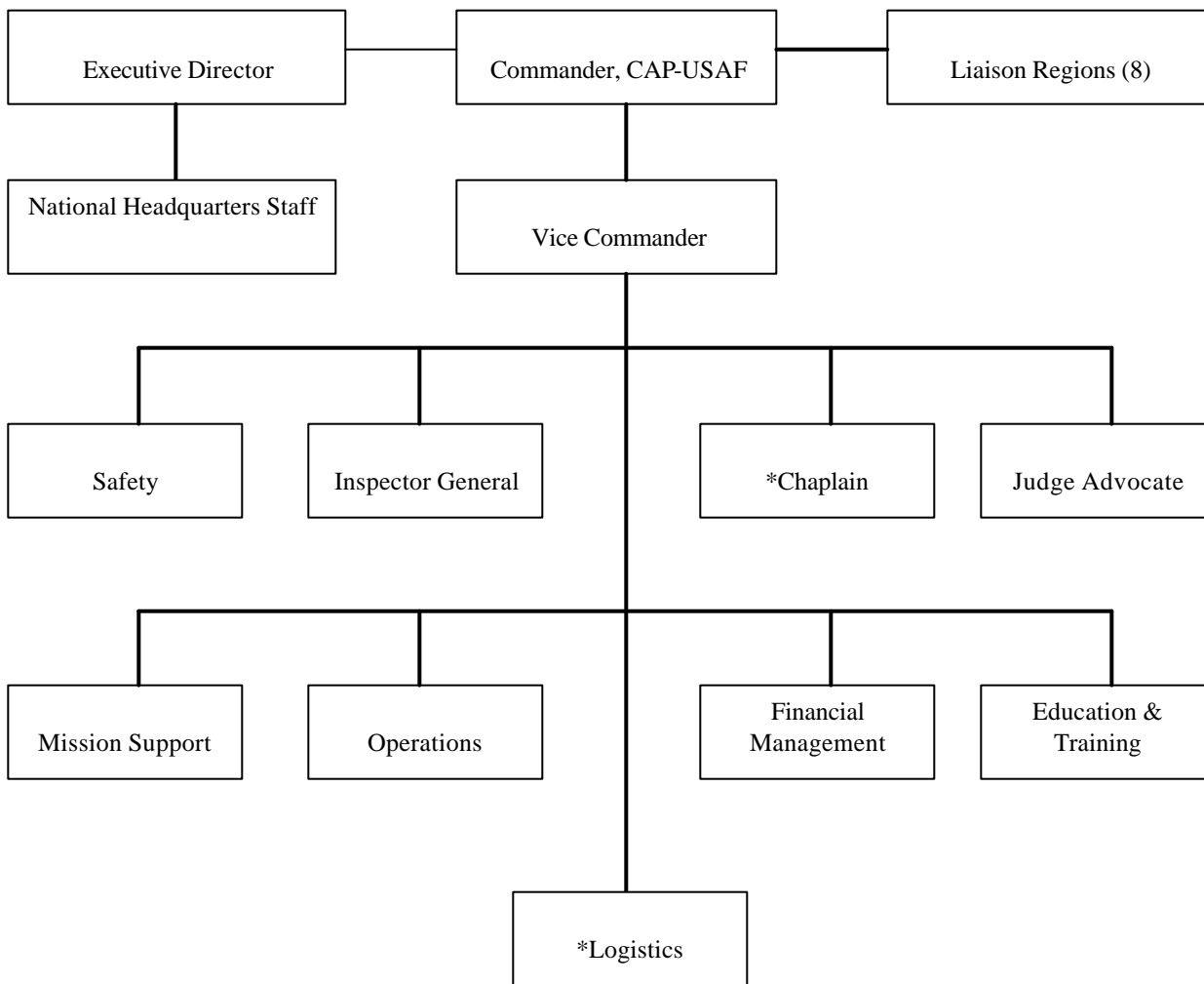
\*CAP  
Flights

\*Flights may be assigned to squadrons, groups, or wings.

**Figure 2- CAP National Headquarters Organizational Chart**

\*The Executive Director is hired by the NB/NEC to operate the headquarters.

\*\*The Logistics and Chaplain directorates are dual hatted and also act as the Logistics and Chaplain directorates for CAP-USAF.

**Figure 3- Headquarters CAP-USAF Organizational Chart**

\*The Logistics and Chaplain divisions are dual hatted and also act as the Logistics and Chaplain directorates for National Headquarters CAP.



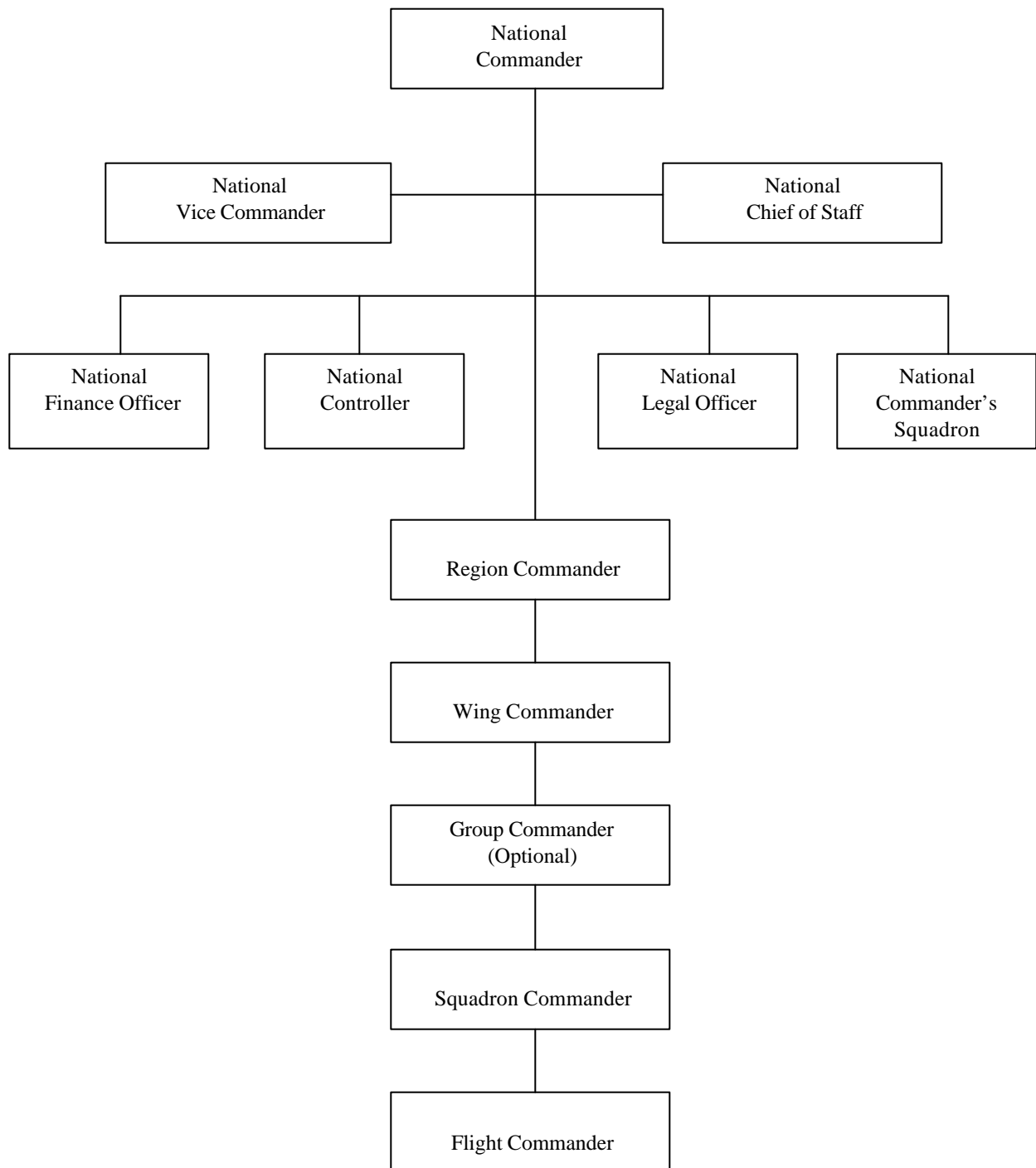
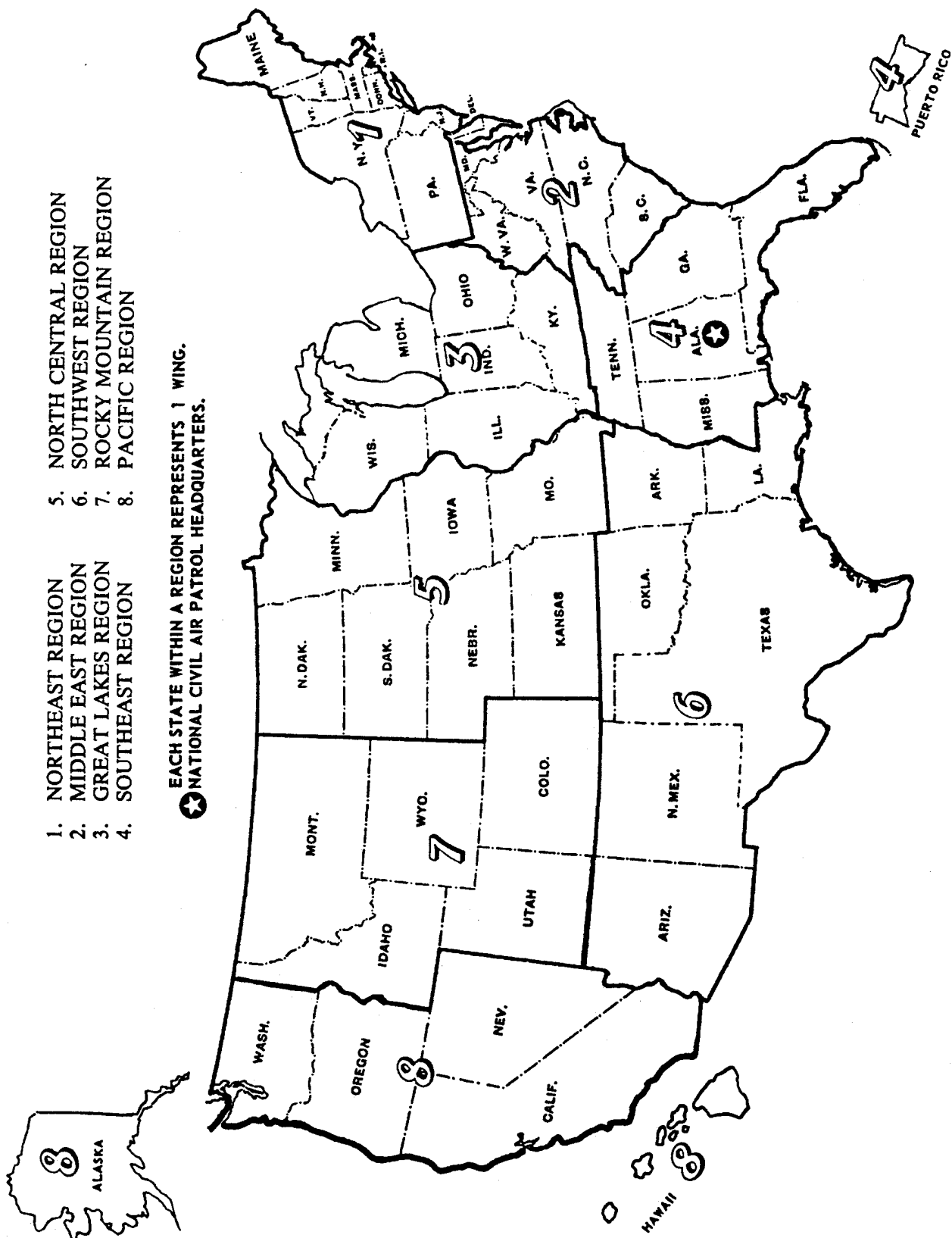
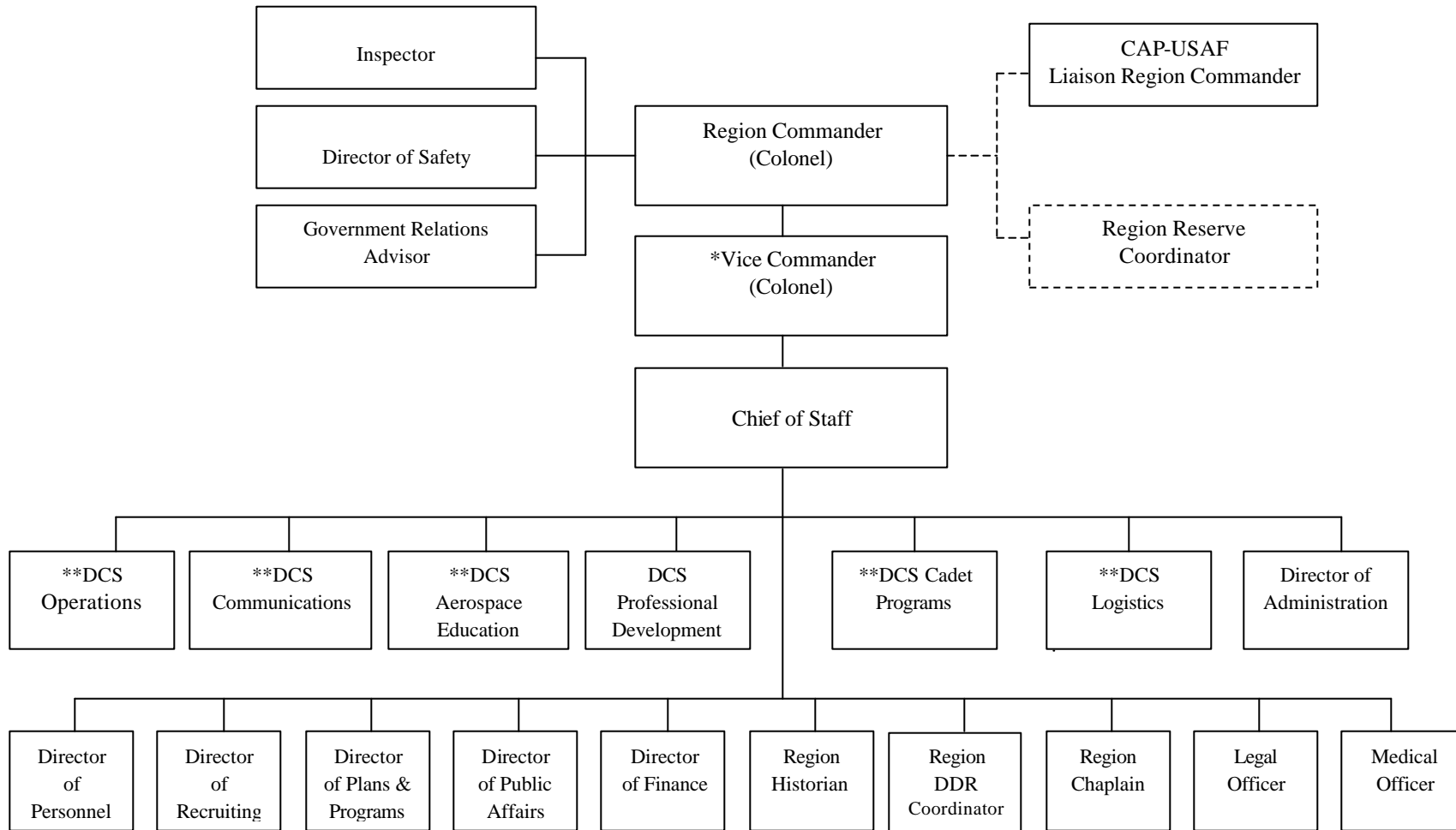
**Figure 4- CAP Chain of Command**

Figure 5- CAP Regions and Wings



## PART II- ORGANIZATIONAL CHARTS FOR ALL LEVELS OF CAP HEADQUARTERS

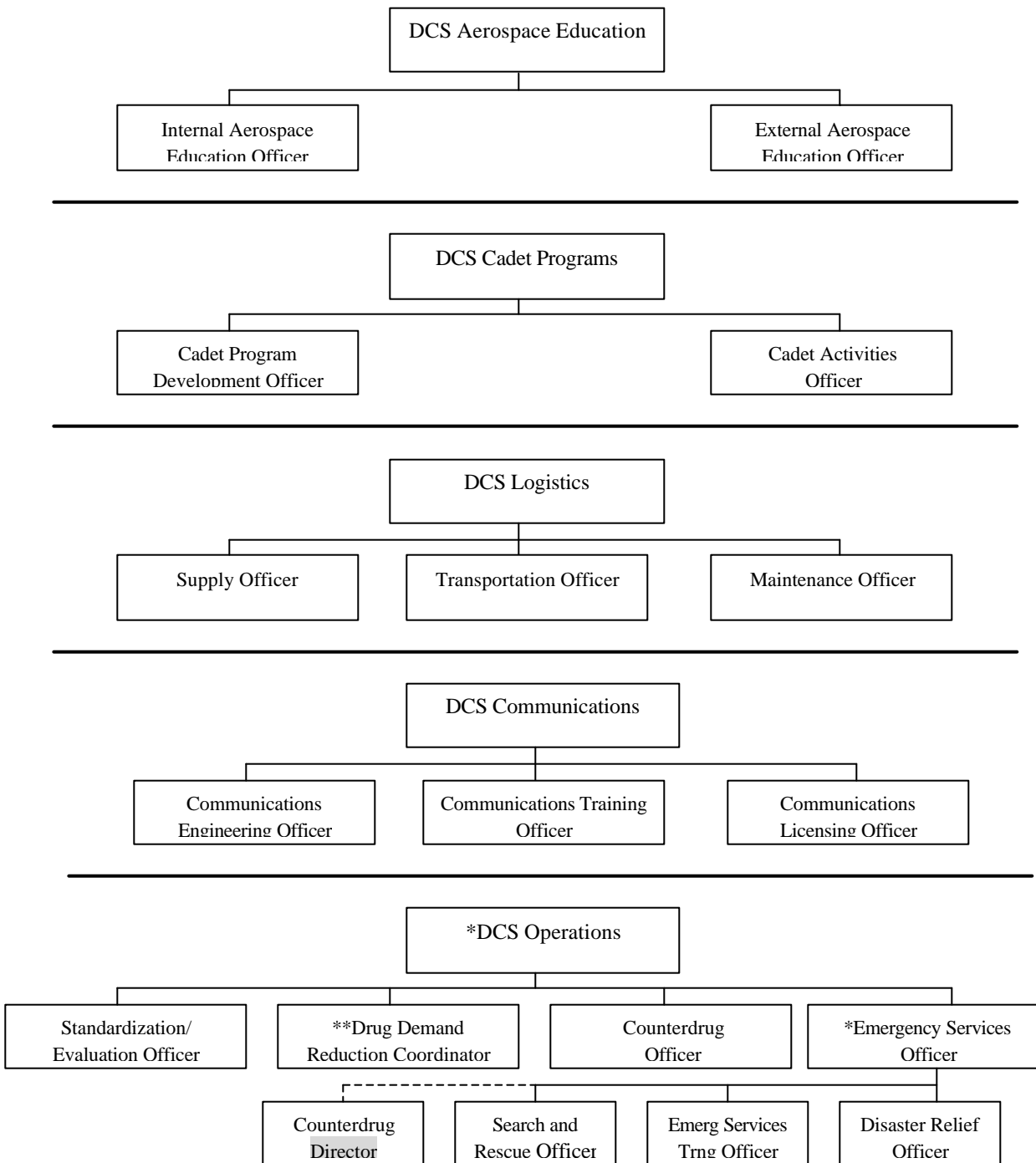
**Figure 6- Region Headquarters Organizational Chart**



\*Two region Vice Commanders are authorized.

\*\*The above staff officers may find it desirable to delegate certain responsibilities to subordinate personnel. If any of these functions are expanded, the organizational charts on the following pages are recommended.

NOTE: The Operations and the Emergency Services functions may be separated at the option of the region commander.

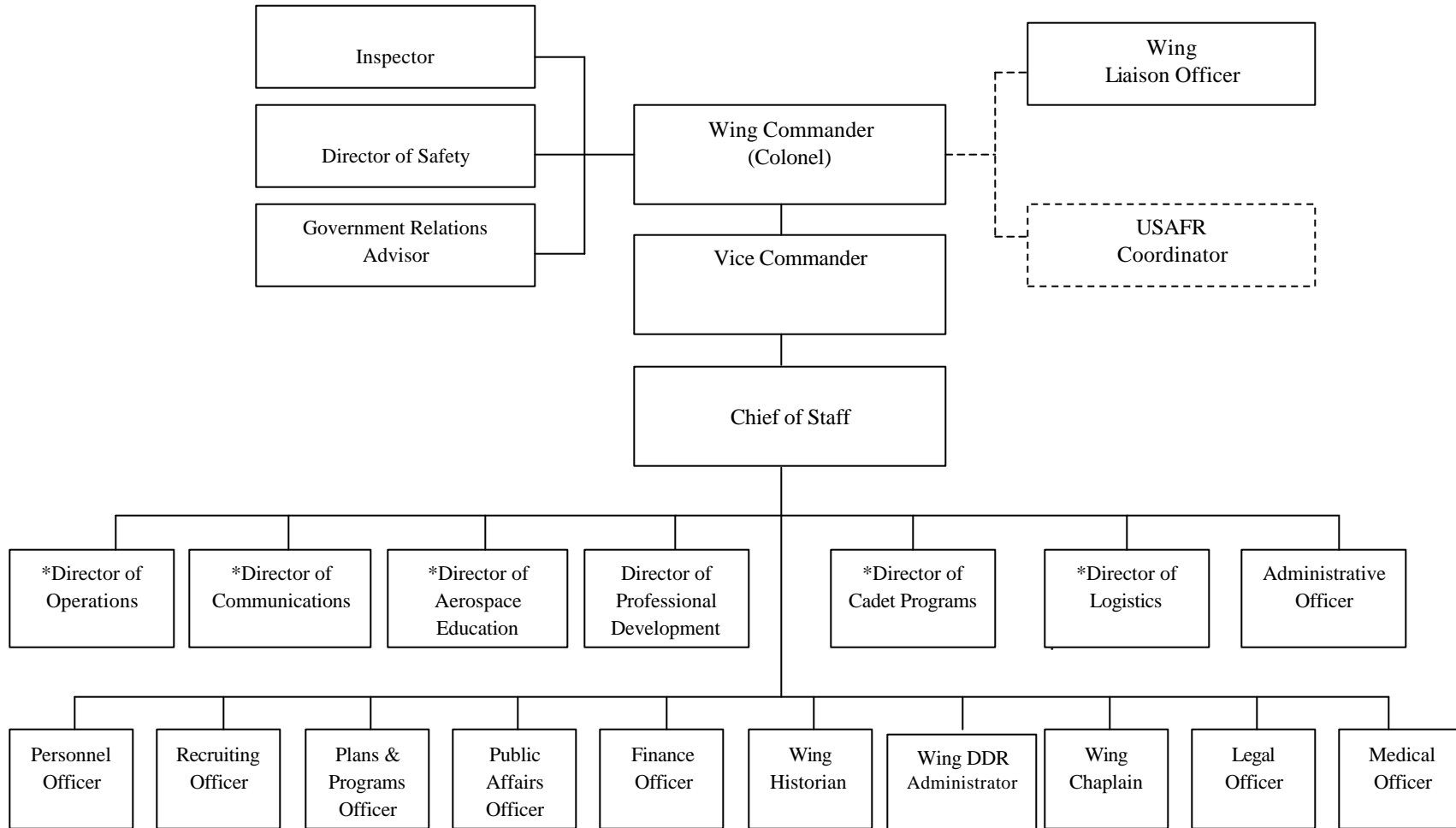
**Figure 7 - Region Level**

\*Operations and Emergency Services may be organized as separate functions at the option of the region commander.

\*\*Drug Demand Reduction may also be organized under Cadet Programs since they must work hand-in-hand.

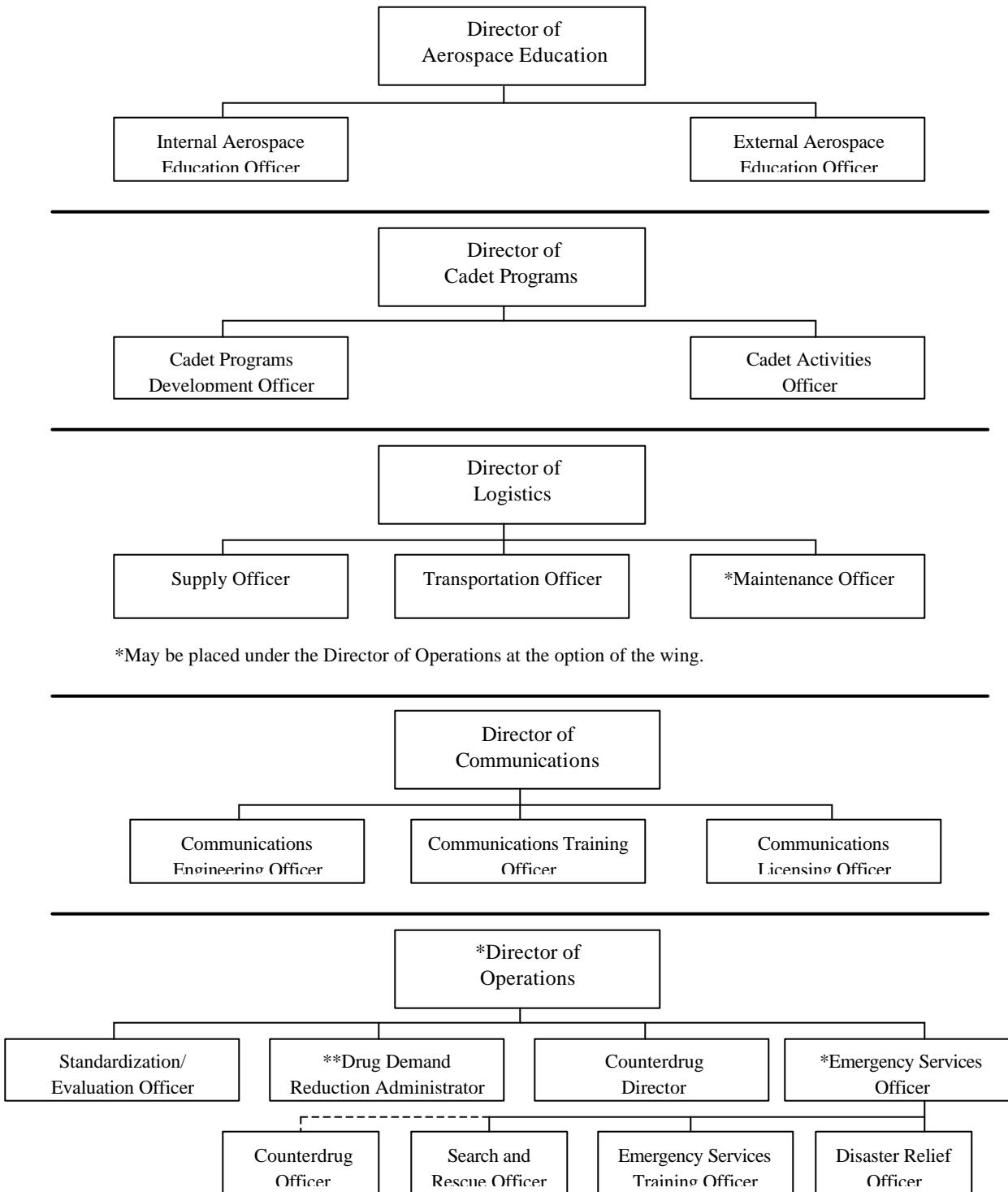
NOTE: Counterdrug may be organized under either Operations or Emergency Services.

**Figure 8- Wing Headquarters Organizational Chart**



\*The above staff officers may find it desirable to delegate certain responsibilities to subordinate personnel. If any of these functions are expanded the organizational charts on the following pages are recommended.

NOTE: The Operations and the Emergency Services functions may be separated at the option of the wing commander.

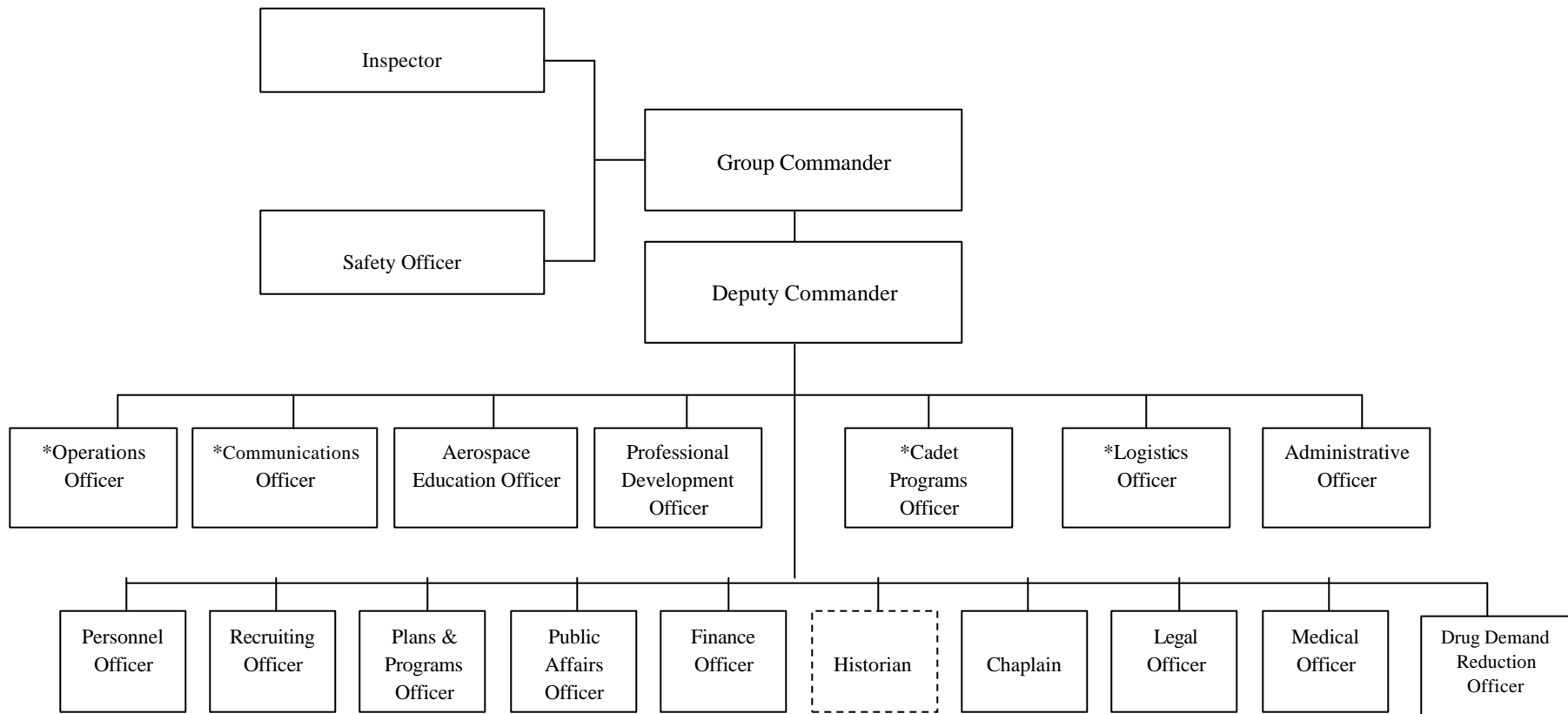
**Figure 9- Wing Level**

\*Operations and Emergency Services may be organized as separate functions at the option of the wing commander.

\*\*Drug Demand Reduction may also be organized under Cadet Programs at the option of the wing commander.

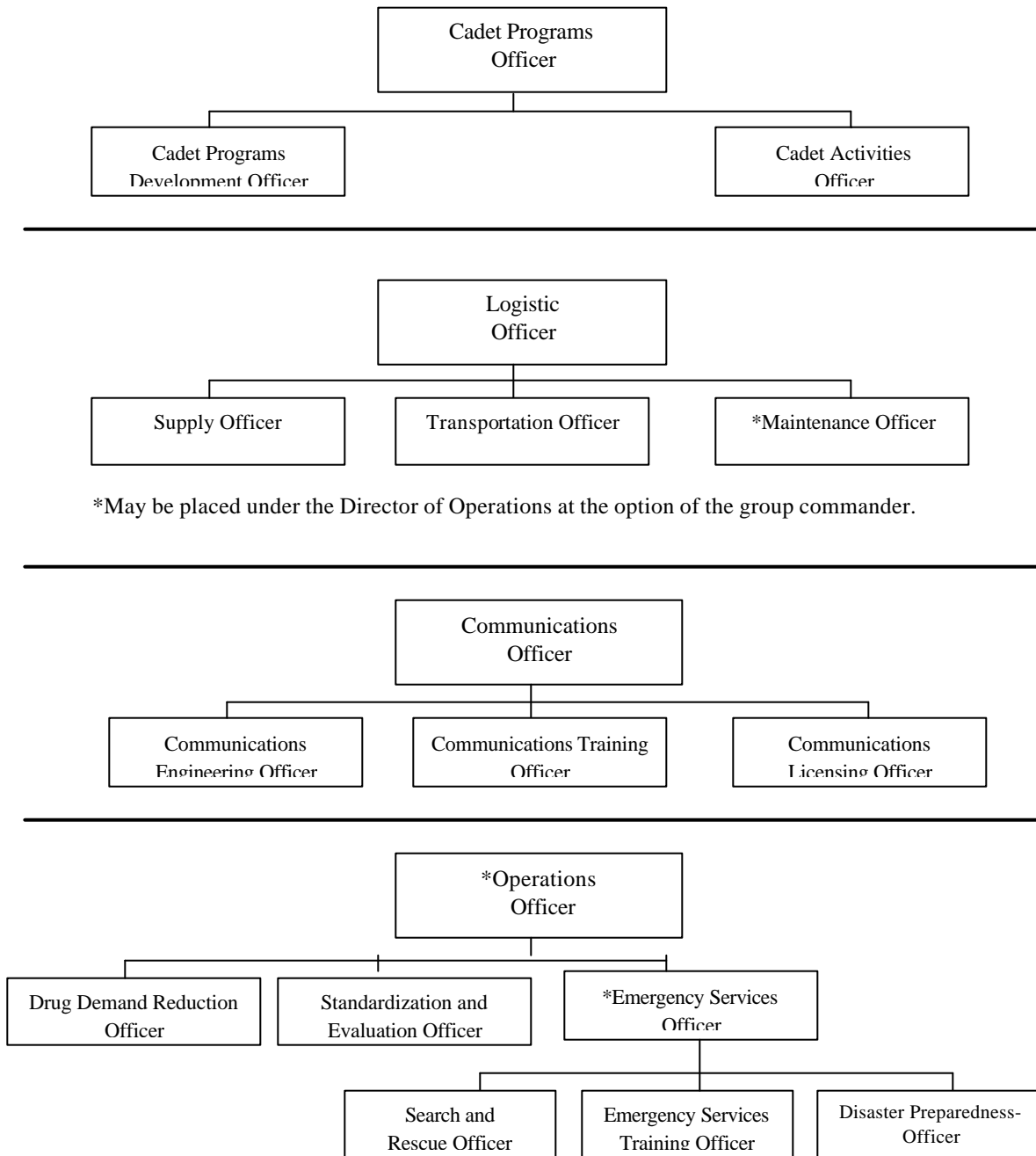
NOTE: Counterdrug may be organized under either Operations or Emergency Services.

**Figure 10- Group Headquarters Organizational Chart**



\*The above staff officers may find it desirable to delegate certain responsibilities to subordinate personnel. If any of these functions are expanded, the organizational charts on the following pages are recommended.

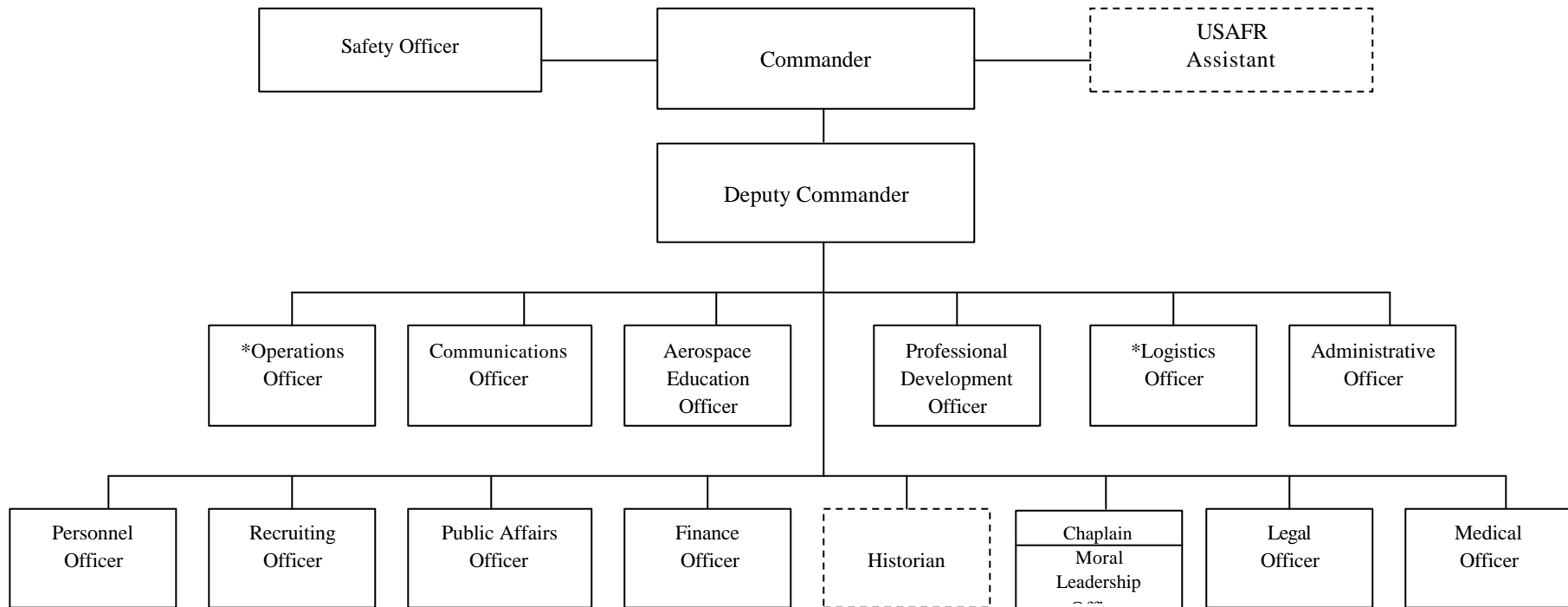
NOTE: The Operations and the Emergency Services functions may be separated at the option of the group commander.

**Figure 11- Group Level**

\*These functions may be separated at the option of the group commander.

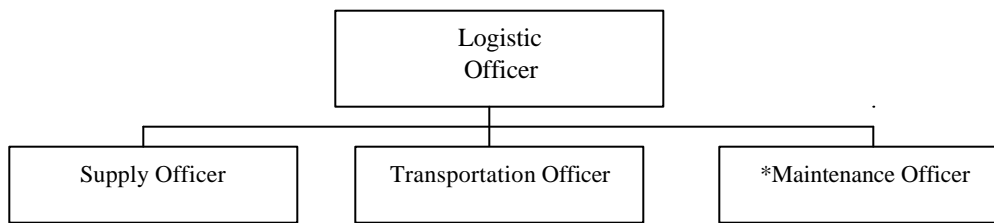


**Figure 12- Senior Squadron Organizational Chart (Strength Over 50 Senior Members)**



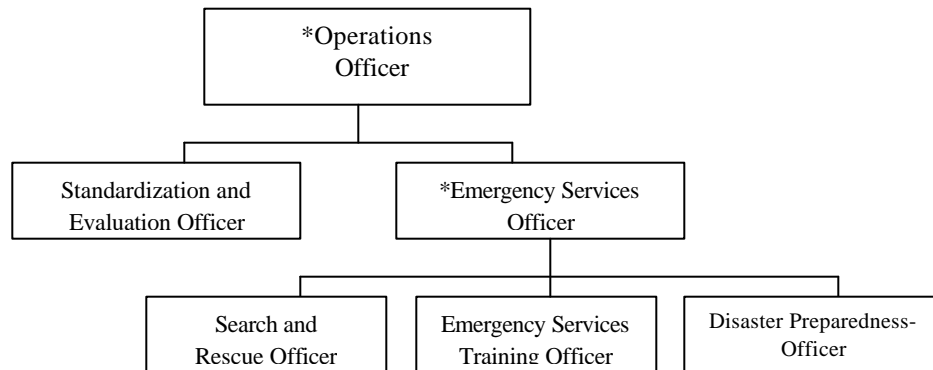
\*The above staff officers may find it desirable to delegate certain responsibilities to subordinate personnel. If any of these functions are expanded, the organizational charts on the following pages are recommended.

NOTE: The Operations and the Emergency Services functions may be separated at the option of the group commander.

**Figure 13- Squadron Level (Strength Over 50 Senior Members)**

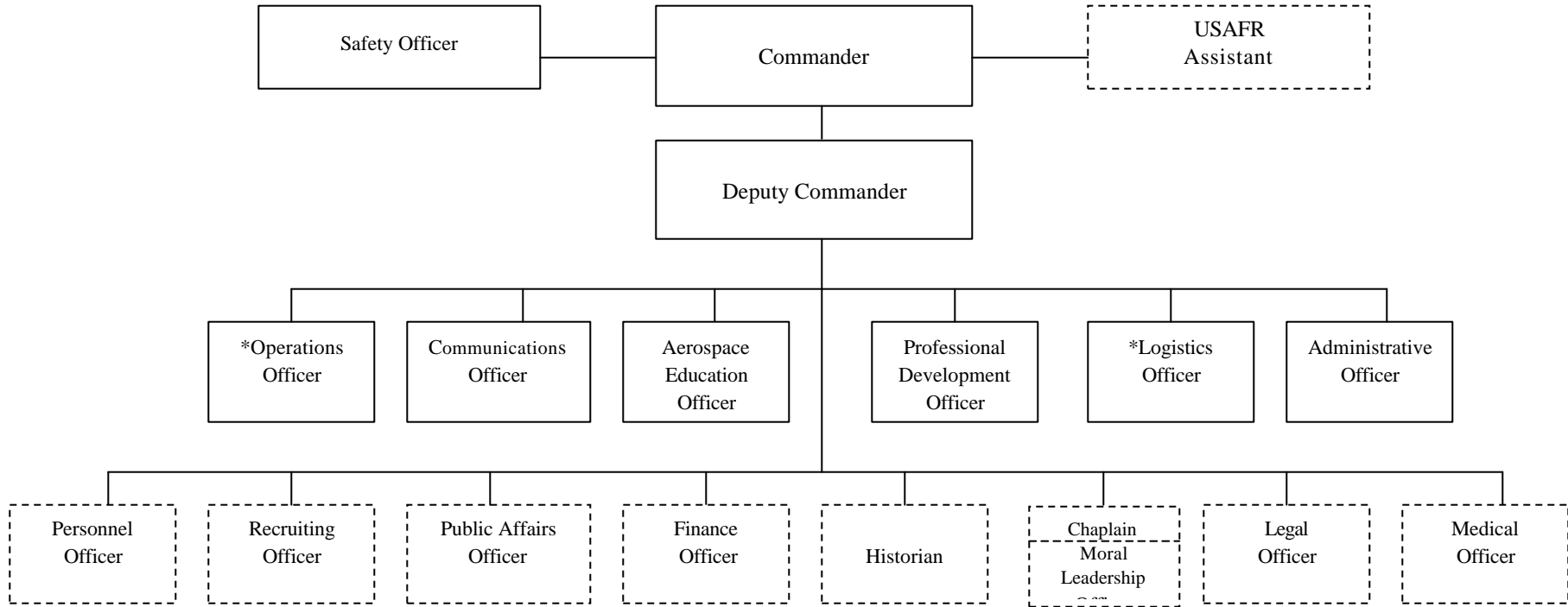
\*May be placed under the Operations Officer at the option of the squadron commander.

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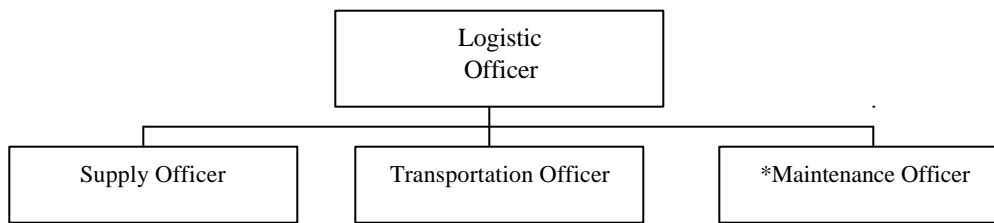
\*These functions may be separated at the option of the squadron commander.

**Figure 14- Senior Squadron Organizational Chart (Strength Less Than 50 Senior Members)**



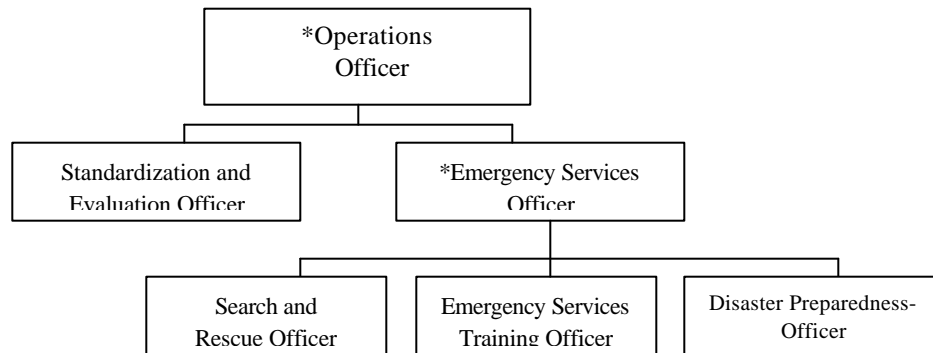
\*The above staff officers may find it desirable to delegate certain responsibilities to subordinate personnel. If any of these functions are expanded, the organizational charts on the following pages are recommended.

NOTE: The Operations and the Emergency Services functions may be separated at the option of the squadron commander.

**Figure 15- Squadron Level (Composite Squadron w/less than 50 Senior Members)**

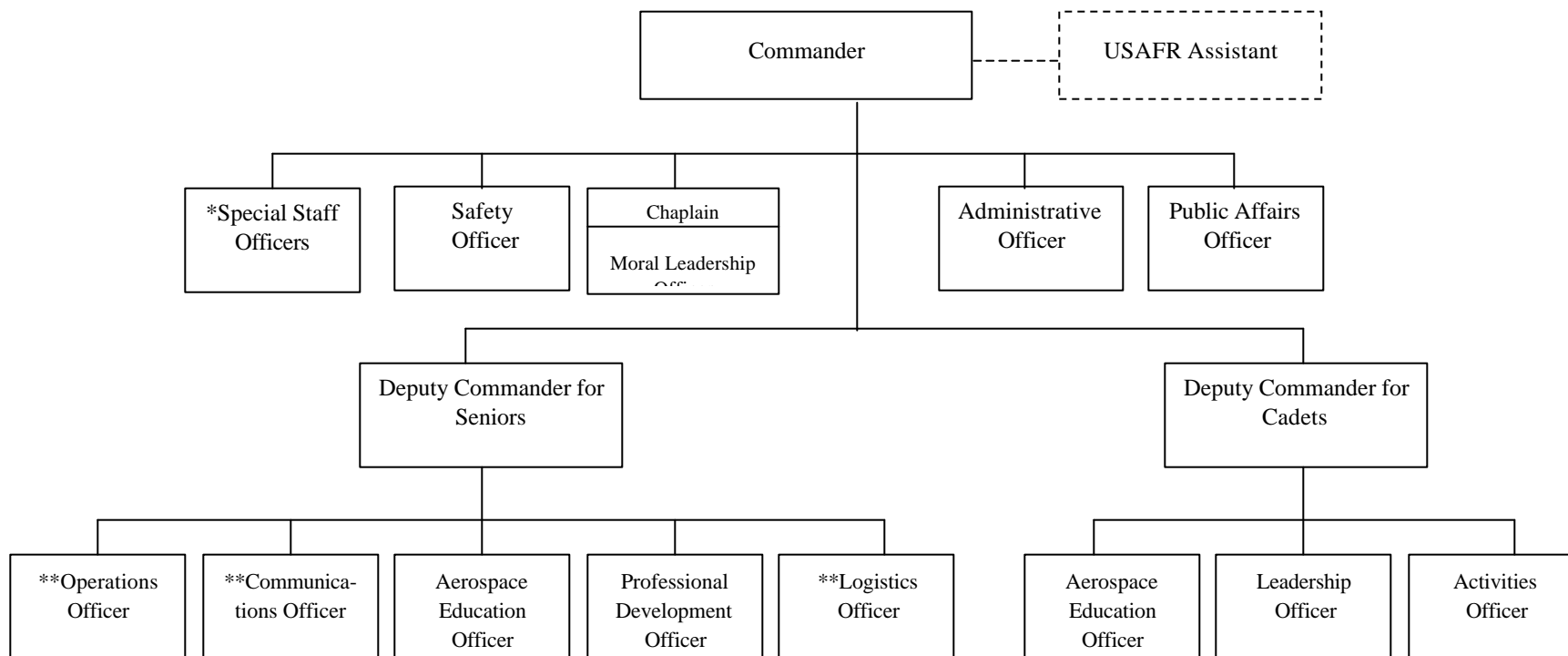
\*May be placed under the Operations Officer at the option of the squadron commander.

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\*These functions may be separated at the option of the squadron commander.

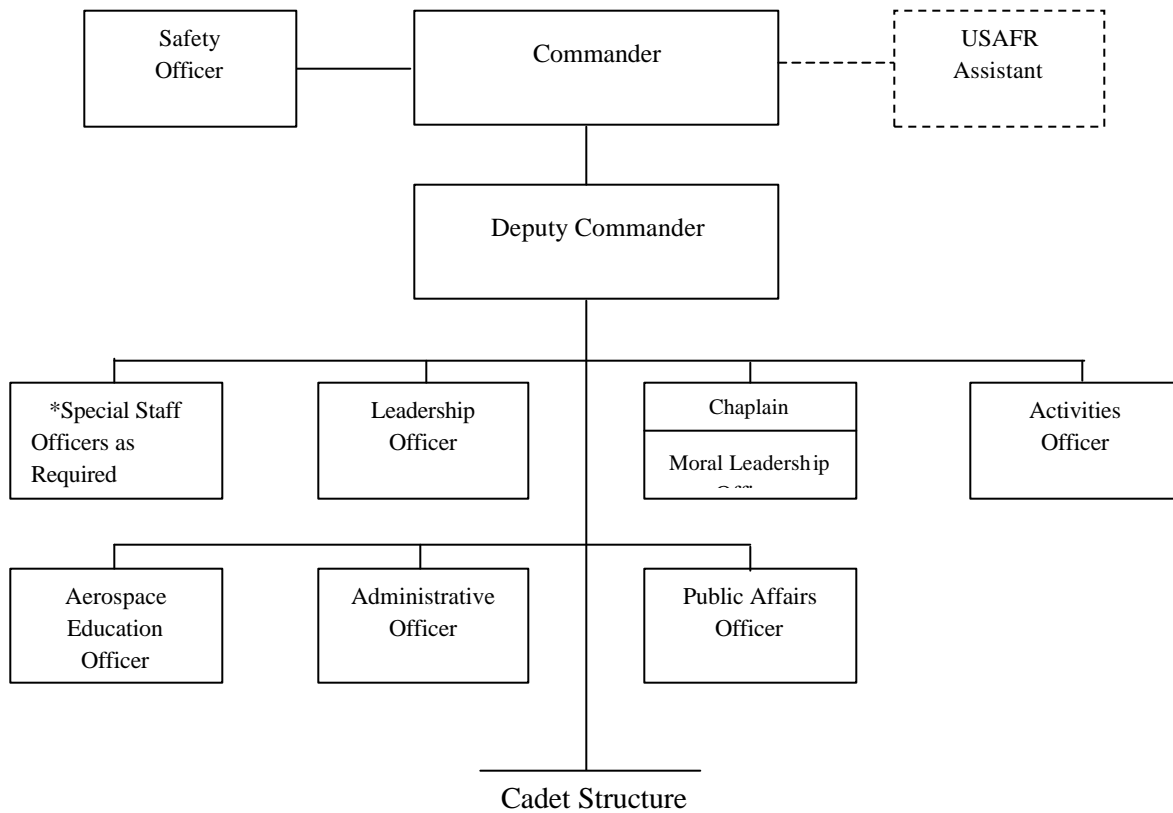
Figure 16- Composite Squadron Organizational Chart (Senior Member Positions)

**\*Special Staff Officers**

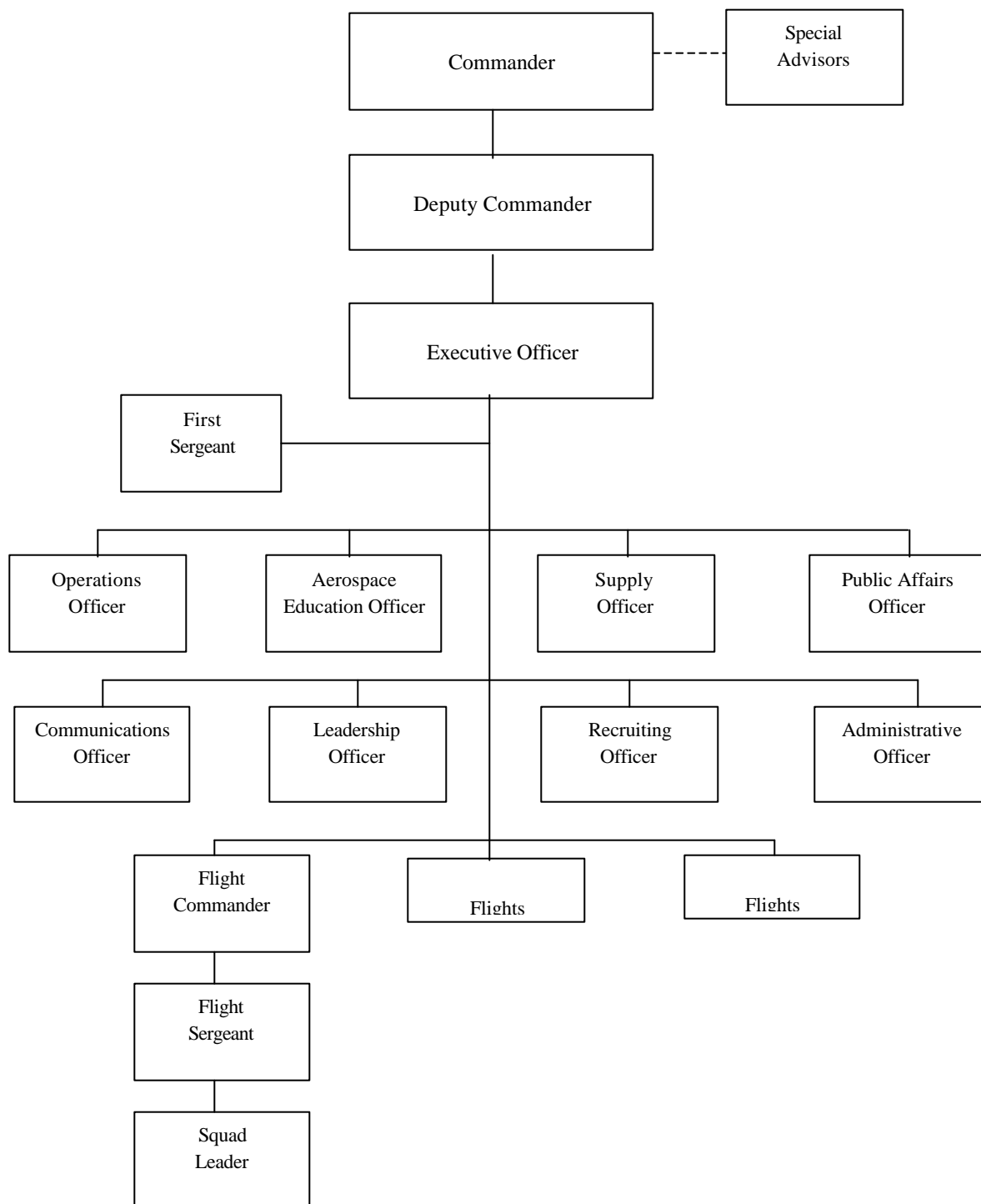
1. Personnel
2. Recruiting
3. Legal
4. Finance
5. Medical
6. Testing
7. Historian

\*\*The above staff officers may find it desirable to delegate certain responsibilities to subordinate personnel. If any of these functions are expanded, the organizational charts on page 20 are recommended.

NOTE: The Operations and the Emergency Services functions may be separated at the option of the squadron commander.

**Figure 17- Cadet Squadron Organizational Chart (Senior Member Positions)****\*Special Staff Officers**

1. Personnel
2. Communications
3. Logistics
4. Senior Programs
5. Recruiting
6. Legal
7. Finance
8. Medical
9. Testing
10. Historian
11. Operations

**Figure 18- Cadet/Composite Squadron Organizational Chart (Cadet Positions)**

### **PART III- SENIOR MEMBER POSITION DESCRIPTIONS**

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task. Local unit commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

#### **Region Commander**

Region commanders are the senior corporate officers within their region and are responsible to the National Commander for ensuring that corporation objectives, policies, and operational directives are effectively executed within their region. They shall:

Represent the National Commander within their region and as such shall have full authority to command all CAP units and personnel in their region.

Promote objectives and purposes of CAP by encouraging the achievement of established goals and programs by all units and by establishing new goals and programs within their region in support of the national organization's objectives.

Ensure that all wings within their region accomplish the goals established.

Establish plans, policies, and procedures necessary to the proper conduct of region affairs that are not in conflict with National Headquarters policies and directives.

Inform the National Commander of progress toward achievement of objectives, notable accomplishments, problem areas and other matters of interest.

Ensure the safety of personnel and equipment through effective policy guidance regarding safety procedures on equipment utilization.

Conduct a continuous search for talent to fill wing commander positions within their region and appoint new wing commanders as vacancies occur.

Remove from wing commander positions those members deemed unqualified or otherwise unsuitable to continue in their positions.

Appoint a competent region staff to assist them in fulfillment of their responsibilities.

Assist subordinate units by furnishing guidance and resolving problems.

Performs those functions specifically stated in the Bylaws of Civil Air Patrol and other duties as the nature of the office may require.

Region commanders should be familiar with the Civil Air Patrol Constitution and Bylaws, all CAP governing directives and policy matters affecting their command.

NOTE: Region commanders should develop detailed position descriptions for their vice commanders and chiefs of staff outlining the specific duties and responsibilities of each in support of the overall region mission.



### **Wing Commander**

Wing commanders are the senior corporate officers within their wing and are responsible to the corporation and to the region commander for ensuring that Corporation objectives, policies, and operational directives are effectively executed within their wing. They shall:

Exercise command over all units and personnel in their wing.

Promote objectives and purposes of CAP by encouraging the achievement of established goals and programs by all units and by establishing new goals and programs within the wing in support of the corporation's objectives.

Establish plans, policies, and procedures necessary to the proper conduct of wing affairs that are not in conflict with National Headquarters and region policies and directives.

Ensure the safety of personnel and equipment through an active and aggressive safety education and inspection program.

Be aware of the accomplishments, problems and degree of compliance by subordinate units with policies and directives through a system of inspections, reports, and staff visits.

Inform the region commander of progress toward achievement of objectives, notable accomplishments, problem areas, and other matters of interest.

Refer problems that cannot be resolved at wing level to the region commander.

Select and appoint high caliber wing staff members and remove from wing staff positions those members deemed unqualified or otherwise unsuitable to continue in their positions.

Appoint high caliber commanders of subordinate units when replacements are needed and remove unit commanders from positions whenever they are considered unqualified or otherwise unsuitable.

Visit subordinate units on a periodic basis and apprise them on matters affecting them and assist by furnishing guidance and resolving problems.

Approve all organizational actions for subordinate units (charters, redesignations, activations, deactivations, etc.).

Approve promotions for members within the wing.

Approve recommendations for awards and decorations for members of the wing.

Visit subordinate units on a periodic basis and apprise units on matters affecting them and assist them by furnishing guidance and resolving problems.

Maintain close liaison with the governor and staff and serve as advisor on CAP affairs.

Perform those functions specifically stated in the Bylaws of Civil Air Patrol and other duties as the nature of the office may require.

Wing commanders should be familiar with the Civil Air Patrol Constitution and Bylaws, all CAP governing directives and all policy matters affecting their command.

NOTE: The duties above also apply to the wing vice commander and chief of staff. Wing commanders should develop detailed position descriptions for their vice commanders and chief of staff outlining the specific duties and responsibilities of each in support of the overall wing mission.

### **Group Commander**

Group commanders represent the wing commander in their group. They are responsible to the Corporation and the wing commander for ensuring that corporation objectives, policies, and operational directives are effectively executed within their group. They shall:

Exercise command over all units in their group.

Promote objectives and purposes of CAP by encouraging the achievement of established goals and programs by all units and by establishing new goals and programs within the group in support of the Corporation's objectives.

Establish plans, policies, and procedures necessary to the proper conduct of group affairs that are not in conflict with national, region, and wing policies and directives.

Be aware of accomplishments, problems, and degree of compliance by subordinate units with policies and directives through a system of inspections, reports, and staff visits. Inform the wing commander of progress toward achievement of objectives, notable accomplishments, problem areas, and other matters of interest.

Ensure safety of personnel and equipment through effective policy guidance regarding safety procedures and equipment.

Select and appoint high caliber group staff members and remove from group staff positions those members deemed unqualified or otherwise unsuitable to continue in their positions.

Appoint high caliber commanders of subordinate units when replacements are needed and remove unit commanders from positions whenever they are considered unqualified or otherwise unsuitable.

Refer problems that cannot be resolved at group level to the wing commander.

Group commanders should be familiar with the Civil Air Patrol Constitution and Bylaws, all CAP governing directives and all policy matters affecting their command.

NOTE: The duties above also apply to the deputy group commander. Group commanders should develop a detailed position description for their deputy, outlining his/her specific duties and responsibilities in support of the overall group mission.

### **Squadron Commander**

Squadron commanders are responsible to the corporation and to the wing commander (or group commander if applicable) for ensuring that the corporation objectives, policies, and operational directives are effectively executed within their squadron. They shall:

Establish plans, policies, and procedures necessary to the fulfillment of the CAP mission, which are not in conflict with the directives of higher headquarters.

Keep informed of the accomplishments, problems, and degree of compliance with regulations and other directives through personal observations, inspections, reports, and staff meetings.

Comply with all policies, regulations, and directives of higher headquarters and require the same compliance by all members of the squadron.

Ensure safety of personnel and equipment through compliance with directives and policy guidance; ensure an effective safety awareness, education, and inspection program within the unit.

Select personnel to fill authorized staff positions and remove from staff position those members deemed unqualified or otherwise unsuitable to continue in their positions.

Establish policies and procedures to ensure an effective squadron recruiting and retention program.

Coordinate the activities of staff officers to prevent overlapping of functions and to resolve conflicts.

Eliminate members whose continued membership is determined undesirable in accordance with the provisions of CAPR 35-3.

Identify members for nonrenewal where continued membership is adverse to the best interests of CAP in accordance with provisions of CAPM 39-2.

Determine meeting dates and attendance requirements for squadron meetings in accordance with policies established by higher headquarters.

Ensure that new personnel are properly introduced to CAP and make frequent checks on their progress.

Ensure that squadron property and funds are properly safeguarded and accounted for.

Initiate requests for promotion of squadron members.

Ensure proper wear of the uniform and that violations are promptly corrected.

Ensure that complaints and grievances are resolved fairly, impartially, and promptly.

Initiate recommendations for awards and decorations for squadron members.

Initiate organization actions affecting their squadron (charter redesignations, address changes, etc.).

Refer to the next higher headquarters problems that cannot be resolved at squadron level.

Promote an understanding and appreciation of CAP in the local community.

Promote aerospace education.

Squadron commanders should be familiar with the Civil Air Patrol Constitution and Bylaws, CAP governing directives, and all policy matters affecting their command.

NOTE: The duties above also apply to the deputy squadron commander. Squadron commanders should develop a detailed position description for their deputy, outlining his/her specific duties and responsibilities in support of the overall squadron mission.

### **Operations Officer**

Manages and directs all operations activities. They shall:

Develop and implement operations plans, programs and directives.

Establish reporting procedures to determine the success of operations programs.

Coordinate operations matters with other staff agencies or interested agencies.

Develop standard operating procedures for the control and operation of CAP aircraft.

Develop necessary operations policies and procedures to ensure mission accomplishment and to provide adequate guidance to subordinate personnel and units.

Request the issuance of transportation and mission authorizations as requested.

The operations officer should be familiar with CAPP 210, CAPP 211, CAPP 212, CAPP 213; CAP directives in the 50, 55, 60 and 62 series and parts 1, 43, 61, 63, 91 and 92 of FAA regulations.

### **Standardization/Evaluation Officer**

Manages aircrew standardization and evaluation activities. They shall:

Develop and implement a check pilot program.

Conduct evaluation of check pilot program in subordinate units.

Evaluate aircrew techniques and ability using appropriate publications and checklists.

Evaluate aircrew techniques in mission planning, briefings, mission execution, and critiques.

Perform spot evaluation checks as appropriate.

Continually evaluate aircrew training procedures and techniques.

Administer written examinations and document flight evaluation checks.

Analyze evaluation data for trends that indicate changes in the program or additional training needs for individual pilots.

The standardization/evaluation officer should be familiar with CAPP 212; CAP directives in the 50, 55, 60 and 62 series; FAR Parts 1, 43, 61, 91; and FAR Advisory Circulars in the 61 and 91 series.

### **Emergency Services (ES) Officer**

Manages and directs emergency services activities. They shall:

Develop agreements with agencies responsible for search, domestic emergencies, and civil defense.

Develop and maintain an adequate emergency service force.

Develop training programs to ensure that highly qualified ES personnel are available for search and rescue, and disaster relief missions.

Develop plans and standard operating procedures to support the wing's emergency services program.

Maintain records to determine the status of resources (personnel, vehicles aircraft, radios and other emergency equipment) available for ES missions.

Develop and maintain a rapid alerting system for assembling necessary resources in a timely manner.

The emergency services officer should be familiar with CAPP 213, CAPR 50-15, CAPR 55-1, CAPR 60-1 and CAPP 2.

### **Emergency Services Training Officer**

Assists the ES Officer in managing and directing ES training activities. They shall:

Document ES training accomplished and qualifications earned.

Coordinate with the SAR and DR officers to ensure that training programs are adequate.

Coordinate with external agencies for other ES training.

Prepare and process CAPFs 101 for new or requalifying personnel.

The ES training officer should be familiar with CAPP 213, CAPR 50-15, CAPR 55-1, CAPR 60-1, CAPP 2 and applicable FEMA publications.

### **Search and Rescue (SAR) Officer**

Assists the ES officer in managing and directing search and rescue activities. They shall:

Develop SAR agreements with state emergency management officials and other CAP units, if needed.

Know CAP SAR responsibilities in areas of operation.

Develop a unit SAR force that is capable of responding to request from the appropriate Rescue Coordination Centers or other responsible agencies.

Ensure the SAR training program is adequate.

Develop operational procedures for rapid alerting and assembling of SAR task force personnel.

Coordinate wing SAR evaluations, training missions, and exercises.

The search and rescue officer should be familiar with CAPR 50-15, CAPR 55-1, CAPR 60-1, CAPP 213 and CAPP 2.

### **Disaster Relief Officer**

Assists the ES Officer in managing and directing disaster preparedness activities. They shall:

Develop agreements with state emergency management officials pertaining to natural disaster and civil defense activities.

Develop a unit disaster preparedness force capable of responding to appropriate requests.

Ensure the civil defense and natural disaster training programs are adequate.

Develop operational procedures for rapid alerting and assembling of disaster preparedness task force personnel.

Coordinate wing disaster preparedness evaluations, training missions, and exercises.

Know disaster preparedness responsibility of CAP in areas of operation. This includes unit's responsibilities in the State and Region Disaster Airlift (SARDA) plan.

The disaster preparedness officer should be familiar with CAPR 50-15, CAPR 55-1, CAPR 60-1, and applicable Federal Emergency Management Agency (FEMA) publications.

#### **Counterdrug Officer (Applicable to Wing/Region Only)**

Manages and directs counterdrug activities. They shall:

Process applications for personnel entering the counterdrug program.

Maintain an adequate number of trained counterdrug personnel.

Schedule orientation programs to ensure highly qualified counterdrug personnel are available to support law enforcement agencies.

Develop plans and standard operating procedures to support the region/wing's counterdrug program.

Budget the 15% administrative reimbursement payments.

Serve as the advisor to the wing/region commander and DCS Operations/Director of Operations for counterdrug activities.

Report results of counterdrug efforts to appropriate authorities.

The counterdrug officer should be familiar with CAPRs 55-1, 50-15, 60-1 and Memoranda of Understanding with US Customs Service, Drug Enforcement Administration, US Forest Service, and law enforcement agencies as applicable).

#### **Communications Officer**

Manages and directs communications activities. They shall:

Develop and implement communications plans, programs, and directives in close coordination and in support of command, operations and emergency services.

Establish requirements and track acquisition and disposition of communication equipment in coordination with logistics.

Coordinate communications plans and programs with other staff agencies and with subordinate and higher headquarters.

Develop detailed operating procedures for communications operations and guidance to subordinate units and personnel.

Collect and report data to determine the effectiveness of communications operations.

Coordinate licensing or frequency authorizations for all radio operations.

Develop communications training programs.

Coordinate communications conferences, meetings, and workshops.

Monitor unit communications.

Establish programs to maintain and operate unit radio equipment.

The communications officer should have a working knowledge of CAPP 214 and CAP directives in the 50, 55, 67, and 100 series and the NTIA manual of regulations and procedures for Federal Radio Frequency Management.

### **Drug Demand Reduction Officer**

Manages and directs drug demand reduction activities. They shall:

Develop annual drug demand reduction (DDR) training plan.

Prepare and submit the annual Drug Demand Reduction Initiative Program application.

Prepare and manage annual DDR financial plan.

Conduct annual DDR training at wing encampment(s).

Coordinate joint operations with Air Force base DDR Coordinators.

Coordinate joint operations with Air Force Reserve base DDR Coordinators.

Coordinate joint operations with National Guard DDR Administrator.

Submits end of year reports.

The Drug Demand Reduction Officer should be familiar with CAPP 55 and CAPR 52-16.

### **Aerospace Education Officer (Applicable to Regions, Wings, Groups)**

Directs the aerospace education program at their level of command. They shall:

Implement aerospace education policy and advise the commander on status of programs under his/her command.

Ensure that staff positions are filled at subordinate levels.

Establish and review budget requirements.

Monitor aerospace education requirements from higher headquarters to ensure compliance.

### **Internal Aerospace Education Officer (Applicable to Regions, Wings, Groups)**

Responsible for directing CAP's internal aerospace education program. They shall:

Monitor the implementation of the aerospace education portion of the cadet program in subordinate units.

Implement the Aerospace Education – Civil Air Patrol (AE-CAP) program for senior members. At wing level this includes safeguarding, distributing and administering the AE-CAP testing program.

Develop special aerospace education and instruction technique courses for CAP instructors.

Develop special aerospace education activities for cadets and seniors.

#### **External Aerospace Education Officer (Applicable to Regions, Wings, Groups)**

Responsible for assisting the CAP Regional Director of Aerospace Education in directing the CAP external aerospace education program. They shall:

Promote and assist aerospace education projects at his/her level of command in coordination with the CAP Regional Director of Aerospace Education (workshops, seminars, courses, material development, etc.).

Promote CAP aerospace education courses and instructional materials in schools.

Establish and maintain contact with educational agencies commensurate with CAP level of command. Aid in the development of aerospace education curricula.

All aerospace education officers should complete the CAPP 215 program. They should also be familiar with CAP directives in the 50, 76 and 280 series. They should be familiar with all aerospace education material described in the CAP Bookstore Catalog and the HQ CAP/ETA publication entitled “Aerospace Education Teaching Materials.” The staff members serving as the external aerospace education staff officer at region and wing levels should work with the formal education structure (teacher, counselor, administrator) and, where CAP can, support education in the community.

#### **Senior Squadron Aerospace Education Officer**

Implements the aerospace education program for senior squadrons. They shall:

Implement and supervise the Aerospace Education – Civil Air Patrol (AE-CAP) program for senior members.

Assume responsibility for all testing in AE-CAP.

Provide special aerospace education presentations to the general public.

Promote CAP aerospace education courses and instructional materials in local schools.

The senior squadron aerospace education officer should complete appropriate portions of CAPP 215 and be familiar with CAPR 50-17, CAPR 50-4, CAPP 15, CAPR 280-2, and all aerospace education texts described in the CAP Bookstore Catalog and the HQ CAP/ETA publication entitled “Aerospace Education Teaching Materials.”

#### **Cadet Squadron Aerospace Education Officer**

Implements the aerospace education program for cadet squadrons. They shall:

Implement and supervise the aerospace education portion of the CAP cadet program.

Generate and supervise cadet aerospace education activities and supporting projects.



Supervise aerospace education testing program for cadets.

Implement and supervise the Aerospace Education-Civil Air Patrol (AE-CAP) program for seniors.

Assume responsibility for all testing in AE-CAP.

Provide special aerospace education presentations to the general public.

Promote CAP aerospace education courses and instruction materials in local schools.

The cadet squadron aerospace education officer should complete appropriate portions of CAPP 215 and be familiar with CAPR 52-16, CAPR 50-17, CAPP 15, CAPR 50-4, CAPR 280-2, and all aerospace education texts described in the CAP Bookstore Catalog and the HQ CAP/ETA publication entitled "Aerospace Education Teaching Materials."

### **Composite Squadron Aerospace Education Officer**

There are two aerospace education officers authorized for composite squadrons: (1) to implement and direct the aerospace education portion of the CAP cadet program, and (2) to implement and direct the Aerospace Education-Civil Air Patrol (AE-CAP) program for senior members.

To implement and direct the aerospace education portion of the CAP cadet program they shall:

Monitor the aerospace education portion of the CAP cadet program.

Generate and supervise the aerospace education activities and supporting projects for cadets.

Supervise the aerospace education testing program for cadets.

To implement and direct the AE-CAP program for senior members they shall:

Monitor the implementation of AE-CAP within the unit.

Supervise AE-CAP testing programs.

Either or both of the aerospace education officers in composite squadrons are responsible for implementing the CAP external aerospace education program in their community. They shall

Provide special aerospace education presentations to the general public.

Promote CAP aerospace education courses and instructional materials in local schools.

Composite squadron aerospace education officers should complete appropriate portions of CAPP 215 and be familiar with CAPR 52-16, CAPR 50-17, CAPP 15, CAPR 50-4, CAPR 280-2, and all aerospace education texts described in the CAP Bookstore Catalog and the HQ CAP/ETA publication entitled "Aerospace Education Teaching Materials."

**Professional Development Officer**

Manages and directs the CAP professional development program. They shall:

- Know directives applicable to professional development programs.
- Know the structure of the CAP professional development program and senior member activities.
- Maintain an adequate stock of applicable forms.
- Assist other members in proper completion of forms.
- Maintain unit training records.
- Maintain a unit training library.
- Operate audio-visual equipment.
- Assure security of training examinations.
- Prepare documentation in support of training awards for the commander's review.
- Submit applications for awards.
- Coordinate member training accomplishments with other members of the staff.

The professional development officer should be familiar with CAPP 204, CAPR 50-17 and other directives in the 35, 39, 50, 52, 200, 280, and 900 series.

**Director of Cadet Programs (Applicable to Regions and Wings)**

Manages and directs all functions related to implementation of the CAP cadet program in subordinate units. They shall:

- Coordinate member training accomplishments with other members of the staff.
- Monitor subordinate unit's progress toward the achievement of the cadet program and its goals as established by National Headquarters.
- Disseminate information on the cadet program to enhance the above statement.
- Recruit personnel to assist in establishing new cadet units.
- Provide special assistance to all new cadet units.
- Administer national cadet special activities as it applies to command level.
- Provide command-wide cadet special activities.
- Coordinate and ensure equitable allocation of funds, property, and recognition in the cadet program.

Directors of cadet programs should be familiar with CAPP 216, CAPR 52-16 and other CAP directives in the 35, 39, 50, 67, 76, 280, 900 series. They should also be familiar with cadet program aerospace education texts and other cadet program materials that are described in the CAP Bookstore Catalog.

#### **Cadet Programs Development Officer (Applicable to Regions, Wings, Groups)**

Supervises the implementation of all aspects of the CAP cadet program (except special activities). They shall:

- Monitor subordinate units' progress toward achievement of National Headquarters' goals for the cadet program.

- Disseminate information that pertains to the cadet program.

- Recruit personnel to establish new cadet units.

- Assist new cadet units, or units with newly assigned commanders or cadet programs personnel.

Cadet programs development officers should be familiar with CAPR 52-16 and other CAP directives in the 35, 39, 50, 67, 76, 280, and 900 series. In addition, they should be thoroughly familiar with cadet program aerospace education texts and other cadet program materials that are described in the CAP Bookstore Catalog, CAPR 0-2 and CAPR 0-9.

#### **Cadet Special Activities Officer (Applicable to Regions, Wings, Groups)**

Supervises National Headquarters-level and command-level cadet special activities participation. They shall:

- Monitor cadet special activities selection processes.

- Provide and coordinate intra-command transportation for cadet special activities.

- Disseminate information that pertains to cadet special activities in a timely manner.

- Provide intra-command cadet special activities.

The cadet special activities officer should be familiar primarily with CAPR 52-16 and other CAP directives in the 50, 76, 160, and 900 series.

#### **Squadron Leadership Officer (Applicable to Cadet and Composite Squadrons Only)**

Responsible for leadership laboratory and physical fitness training of CAP cadets to include:

- Proper wear of the CAP uniform.

- Customs and courtesies of the service.

- Leadership techniques and activities.

- Physical fitness.

- Squadron drill team.

The leadership officer should be familiar with CAP directives in the 50 series and particularly with the Leadership Laboratory Manual that is a cost item and is described in the CAP Bookstore Catalog.

### **Squadron Activities Officer (Applicable to Cadet and Composite Squadrons Only)**

Plans and conducts interesting and challenging activities for CAP cadets, to include but not limited to:

Field trips.

Participating in emergency services exercises.

Sports competitions.

Social functions.

Community betterment projects.

Aerospace education activities (in coordination with aerospace education officer).

The squadron activities officer should be familiar with CAP directives in the 50, 76, 160, and 900 series.

### **Testing Officer (Applicable to Squadrons Only)**

The squadron testing officer is a member of the squadron commander's special staff. They shall:

Obtain, administer, safeguard, and return education and training materials used in Civil Air Patrol.

Administer the testing program in accordance with CAP directives.

The testing officer should be familiar with the provision of CAPR 50-4, CAPR 52-16, CAPR 50-17, and CAPP 8.

### **Logistics Officer (Applicable to Squadrons Only)**

Manages and directs the logistics program to include the areas of supply, transportation, maintenance, and installation engineering. They shall:

Advise the commander on status of logistics programs and establish logistics policies.

Review budget requirements of logistics activities and direct consolidation of logistics budget.

Be responsible for real property management in accordance with CAPR 87-1.

The logistics officer should be familiar with the CAP directives in the series indicated below:

Transportation matters	76, 77 series
Usage of DOD real property	87 series
Aircraft status/inventory	67 series
Aircraft marking	66 series
Aircraft maintenance	66 series
Supply matters	67 series
VSI/HIS Insurance Matters	900 series

**Supply Officer**

Responsible for all matters pertaining to supply. They shall:

Ensure proper accountability for CAP property.

Be responsible for receipt, issue, storage and proper disposal of all CAP property.

Be responsible for effecting distribution and recovery of property in coordination with the transportation officer.

Recommend to the commander the allocation or reallocation of property within the unit.

The supply officer should be familiar with CAPP 206 and CAP directives in the 67 and 87 series.

**Transportation Officer**

Responsible for all matters pertaining to surface and air transportation. They shall:

Ensure that all vehicles are licensed and insured and those drivers are qualified and licensed to operate the vehicles.

Recommend allocation and reallocation of motor vehicles.

Maintain appropriate records on location of all vehicles.

Responsible for maintenance, painting, and marking vehicles.

Coordinate airlift requirements with operations officer.

The transportation officer should be familiar with CAPR 62-2, CAPR 67-1 and directives in the 76, 77, and 900 series.

**Maintenance Officer**

Exercises staff supervision and coordination of all aircraft maintenance. They shall:

Make recommendations to the commander for the improvement of the maintenance program.

Ensure that aircraft are painted and identified in accordance with current directives.

Ensure that aircraft are maintained in an airworthy condition in accordance with FAA requirements.

The maintenance officer should be familiar with CAP directives in the 66, 67 and 900 series, Federal Aviation Regulations 43, 45, and 91 and Federal Aviation Advisory Circulars 20-35C, 20-5F, 39-7B, 43-9B, 43-12A and 61-9B.

**Administrative Officer**

Implements, manages and directs administrative services activities. They shall:

Implement administrative policies and procedures.

Control correspondence (including messages).

Prepare and authenticate administrative authorizations.

Prepare local publications and forms.

Perform related duties as assigned by the unit commander.

The administrative officer should be familiar primarily with CAPP 205 and CAP directives in the 5 and 10 series.

### **Personnel Officer**

Manages and administers the CAP personnel program and associated administrative procedures to include:

Membership records and applications

Confidential screening (FBI fingerprint cards)

Organizational actions (charters, deactivations, etc.)

Appointments

Promotions and demotions

Awards and decorations

Duty assignments

Transfers

Retirements

Membership terminations/nonrenewals

Uniforms

The personnel officer at all levels should be familiar with the Constitution and Bylaws, CAPP 200 and CAP directives in the 20, 35, and 39 series.

### **Recruiting Officer**

Formulates plans and establishes policies, procedures, and programs, designed to assist CAP in attracting new members and retaining current members. They shall:

Plan and conduct periodic membership drives to attract new members and to stimulate interest in current inactive members.

Make presentations to outside groups, both youth and adult, to attract new members.

Place posters and other recruiting materials in strategic locations advertising local meeting times and places.

Stage display booths and provide recruiting coverage at local high schools, shopping centers, air shows, and other public events.

Personally contact individuals expressing an interest in CAP by telephone, written inquiry, etc., and follow up to ensure that all interested persons are fully informed on the CAP program and local unit activities.

The recruiting officer should be familiar with all aspects of the Civil Air Patrol program, particularly the CAP Constitution and Bylaws, CAPR 20-1, and CAPM 39-2.

### **Plans and Programs Officer**

Directs and coordinates overall planning activities. They shall:

Develop plans and programs and monitor the overall implementation of special projects as directed by the commander and higher headquarters.

Plan and coordinate region, wing or group conferences.

Formulate plans and programs for the utilization of CAP units in peacetime and domestic emergencies.

Interpret and integrate into policy such plans and programs, laws, policy statements, directives regulations, and other communications received from higher headquarters.

Provide guidance and cooperate with responsible staff sections in the development of operational plans and programs.

The plans and programs officer should be familiar with CAPP 218, the Civil Air Patrol Constitution and Bylaws, and all policy matters relating to planning activities for special projects.

### **Public Affairs Officer**

Advises and assists the commander on all media relations, internal information and community relations matters. Plans, develops and implements a Public Affairs program. They shall:

Release information on unit activities to news media.

Publish unit newsletter or bulletin.

Coordinate participation of unit members in community activities.

Coordinate with other organizations and agencies as required.

Supervise all public affairs activities of subordinate units.

The public affairs officer, to be effective, must be familiar with CAPP 201, CAPP 190-1, CAPP 3, current policies and activities of his/her unit.

### **Finance Officer**

Responsible for the overall financial management of the unit. They shall:

Administer all funds.

Maintain all financial records.

Maintain bank accounts.

Pay all outstanding accounts.

Indorse all negotiable instruments.

Prepare all financial reports.

Prepare annual budget.

The finance officer should be familiar with CAP regulations in the 173 series and CAPP 202.

### **Chaplain**

The chaplain is a member of the commander's staff at all echelons of command, and as such is the advisor to the commander and his/her staff on matters of religion, morals, and the well-being of personnel under his/her command. The chaplain implements and executes the CAP Chaplain Service program as recommended by the Chaplain Service Advisory council and as stated in CAPR 265-1. This program includes, but is not limited to:

Providing pastoral care of senior and cadet members, including counseling, visitation, encouragement, and other special assistance as the chaplain may be able to provide.

Performing professional functions as necessary, for example, religious services, liturgies, pastoral counseling, etc.

Conducting moral leadership programs as outlined in the CAPP 265 series entitled "Values for Living," and CAPR 52-16.

Participating as chaplains in cadet summer encampments and other cadet activities. (Reference CAPR 52-16.)

Participating in Emergency Services missions and exercises by providing a chaplain presence and resource for members participating in the mission/exercise and those on the scene who may be in distress.

Participating in ecclesiastical public relations activities.

The specific duties of CAP chaplains at each echelon of command are stated in CAPR 265-1. Every chaplain should be familiar with the following CAP directives: CAPR 20-1, CAPR 265-1, CAPP 221, CAPP 221A and CAPP 265-4.

### **Moral Leadership Officer**

The moral leadership officer is an individual active in and approved by their denomination or faith group. MLOs are part of the CAP Chaplain Service, but have different qualifications and different responsibilities than chaplains. MLOs will:

Complete training requirements for moral leadership officers.

Develop moral leadership seminars for cadets.

Provide non-clergy support to assist chaplains in providing ministry to the CAP community.

Perform MLO duties under the direction of a chaplain when one is assigned to their unit. When a chaplain is not assigned, the MLO works under the direction of the unit commander and wing chaplain.



### **Legal Officer**

Advises on legal implications of CAP programs and activities (subject to the constraints imposed by local law on the unauthorized practice of law) to include:

Interpretation of laws and regulations.

Contracts and agreements.

Insurance.

Real Estate

Taxation.

Investigation.

Corporate records and organizations.

Relations with local agencies.

Render legal advice and opinions regarding CAP activities as requested.

Assist the unit safety officer in conducting investigations.

Advise the unit commander and investigating officer on processing complaints in accordance with CAPR 123-2.

Advise commanders on initiation of termination actions and serve as CAP representative at termination appeals hearings as appropriate.

Serve on unit membership board as directed by the unit commander.

The legal officer at all levels should be familiar and monitor compliance with the CAP Constitution and Bylaws, CAP regulations and with 5 U.S.C. 8141, 10 U.S.C. 9441, and 36 U.S.C. 40301-40307.

### **Medical Officer**

Responsible for advising CAP commanders and units on the health, sanitation and hygiene of CAP members relevant to CAP activities. (See CAPR 160-1 for policy on emergency medical treatment). They shall:

Assists the ES Officer in arranging or providing training in first aid and emergency lifesaving measures to include medically recognized cardiopulmonary resuscitation (CPR) techniques.

Provide bloodborne pathogen protection training including preventive measures.

Report bloodborne pathogen exposures and ensure that those members exposed obtain appropriate follow-up medical care from non-CAP sources.

Advise members to obtain necessary physical examinations from their personal physicians and to complete emergency treatment consent forms where required by regulation to participate in various Civil Air Patrol activities. NOTE: Under no circumstances will CAP medical personnel perform physical examinations as part of their Civil Air Patrol duties.

Arrange for necessary medical training materials. Supplies and equipment for unit missions or special activities.

Maintain first aid kits for medical emergencies. (See CAPR 160-1 for policy on emergency medical treatment.)

Generally advise commanders and unit personnel on preventive medicine matters relevant to CAP activities.

Plan conferences and meetings pertaining to special affairs.

Medical officers should be familiar with all CAP directives in the 160 series and applicable portions of CAPRs 55-1, 50-15, 52-16, 50-17 and 62-2.

### **Inspector (Applicable to Regions, Wings, Groups)**

The inspector is responsible for implementing, managing, and directing the inspection program at the direction of the commander. They shall:

Ensure compliance with CAP directives.

Ensure nondiscrimination in Federally-assisted programs.

Conduct inspections and render reports of inspection.

Monitor inspection program of subordinate units.

Coordinate inspection results with the commander and staff.

Ensure unit self-assessment is accomplished yearly prior to 1 October and an executive summary is sent to the next higher headquarters.

Recommend policies or directives to improve unit effectiveness.

Develop current checklists and guidance for inspection program.

Note benchmark candidates and recommend their adoption.

Maintain files as applicable to the inspection program.

Conduct personal interview to hear complaints or grievances.

Conduct investigations as directed by the commander.

The inspector should show progress toward a master rating in the IG specialty training track, CAPP 203 and be familiar with all CAP directives, particularly CAPR 20-1 and regulations in the 123 series.

### **Safety Officer**

Assists and advises the commander in developing the overall accident prevention program. They shall:

Direct and perform safety inspections and surveys of hazardous areas and operations.

Direct and perform accident investigations and prepare safety reports.

Plan safety briefings to make personnel aware of hazards and safe practices.

Make visits to subordinate units, and assist units in solving safety problems.

Review and analyze accident reports for contributing factors, trends and other accident prevention information.

Prepare training guides, articles and literature, and publicize this information through bulletin boards, newspapers and posters.

Conduct safety studies and recommend corrective action.

The safety officer should be familiar with CAP directives in the 62 series.

### **Historian**

Manages and directs historical activities to include:

Developing policies and procedures that relate to historical activities.

Establishing and conducting a program for the publishing of general and special histories, monographs, studies, and similar works for issue both internally and externally to CAP.

Establishing and conducting a program to specifically inform the general public as to the history of CAP as it relates to CAP's current missions.

Issuing bibliographies, catalogs, indices, and abstracts containing information relative to publications relating to CAP history.

Establishing and conducting a program of the collection and preservation of items of historical significance either of a documentary or physical property nature.

Establishing and conducting an oral history program.

Representing the Civil Air Patrol at meetings of historical and other learned societies.

The Historian should be thoroughly familiar with CAPR 210-1 (the Civil Air Patrol Historical Program) and other internal and external publications relating to historical activities.

### **Government Relations Advisor (Wing Level Only)**

Advises and assists the commander in the areas of state appropriations and congressional activities to include:

Keeping congressional delegations informed on CAP activities.

Maintaining liaison with local and state government officials.

Monitoring legislation on matters affecting CAP.

With wing commander's concurrence, initiates and monitors wing fund-raising activities to include the obtaining of grants from major industries within the wing.

The Government Relations Advisor should be familiar with the Civil Air Patrol Constitution and Bylaws; CAPP 110-1, Federal Statutes Affecting Civil Air Patrol; and all other legislation affecting CAP at local and state levels. Should also be familiar with current CAP regulations on fund raising activities.

**Deputy Commander For Cadets (Applicable to Composite Squadrons Only)**

Directs and evaluates implementation of the CAP cadet program within the squadron. They shall:

Coordinate to assure attainment of cadet program objectives and adherence to cadet program directives.

Ensure Cadet Protection policies and training are in place and being enforced.

Select and supervise the senior member staff officers to direct the cadet program.

Monitor funds and property used for cadet program.

The deputy commander for cadets should be familiar with all CAP directives, with particular emphasis on directives in the 35, 50, and 280 series. Also, he/she should be familiar with cadet program aerospace education texts and other training materials described in the CAP Bookstore Catalog, CAPR 0-2 and CAPR 0-9.

**PART IV - CADET POSITION DESCRIPTIONS****Cadet Commander**

Commands the cadet squadron and performs duties related to cadet positions. They shall:

Establish plans and procedures to accomplish the policies established by the unit commander.

Coordinate cadet staff activities.

Direct cadet staff officers.

Coordinate with senior staff

Serves as liaison between senior and cadet staff.

Ensure compliance with CAP directives.

Make personnel assignment recommendations.

Monitor cadet staff compliance with Cadet Protection policies.

The cadet commander should be familiar with CAP directives as listed in CAPP 52-14.

**Cadet Deputy Commander**

Assists the cadet commander in the performance of his duties to include:

Plans and procedures.

Recommendations for cadet personnel assignments.

Inspections.

Evaluation of cadet program meetings.

Direction and supervision of cadet staff.

Related duties as required.

The cadet deputy commander should be familiar with CAP directives as listed in CAPP 52-14.

#### **Cadet Executive Officer**

Assists the cadet commander and deputy commander in administering cadet squadron activities. They shall:

Manage cadet affairs.

Direct and supervise cadet staff.

Coordinate cadet staff activities.

Perform related duties as required.

The cadet executive officer should be familiar with directives as listed in CAPP 52-14.

#### **Cadet Aerospace Education Officer**

Assists the senior member aerospace education officer in directing the cadet aerospace education program, to include:

Aerospace education instruction.

Review of subject matter with cadets.

Aerospace education laboratories.

Related duties as required.

The aerospace education officer should be familiar with CAP directives as listed in CAPP 52-14.

#### **Cadet Operations Officer**

Assists the senior member operations officer (composite squadron) in the performance of his/her duties, to include:

Implementation of higher headquarters directives.

Preparation of reports.

Coordination with other cadet staff sections.

Utilization and control of aircraft and equipment.

Direction of cadet participation in squadron operations.

Related duties as required.

The cadet operations officer should be familiar with CAP directives as listed in CAPP 52-14.

### **Cadet Communications Officer**

Assists the senior member communications officer (composite squadron) in the performance of his/her duties, to include:

Operation of squadron net control stations.

Administration.

Communications training.

Communications supply.

Related duties as required.

The cadet communications officer should be familiar primarily with CAP directives listed in this regulation for the senior member communication officer.

### **Cadet Flight Commander**

Directs and supervises the members of a cadet flight to include:

Leadership of flight in squadron activities.

Leadership laboratory to include proper wear of CAP uniform, military courtesy and discipline, drill, ceremonies and formations.

Advisor to flight members.

Related duties as required.

The cadet flight commander should be familiar with CAP directives as listed in CAPP 52-14.

### **Cadet Flight Sergeant**

Assists the cadet flight commander in the performance of his/her duties, to include:

Inspections.

Instructions in military courtesy and drill.

Maintenance of discipline.

Flight administration and personnel matters.

Flight commander (acting).

Related duties as required.

The cadet flight sergeant should be familiar with CAP directives as listed in CAPP 52-14.

### **Cadet Squad Leader**

Responsible for the supervision and training of the cadet squad, to include:

Satisfactory performance during formations and ceremonies.

Military bearing.

Morale.

The cadet squad leaders should be familiar with CAP directives as listed in CAPP 52-14.